

GREGG SHORTHAND






Gladys
De Camp

D. M. L.

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GREGG SHORTHAND

A LIGHT-LINE
PHONOGRAPHY
for the MILLION

By
JOHN ROBERT GREGG

New and Revised Edition

The Gregg Publishing Company

NEW YORK CHICAGO BOSTON SAN FRANCISCO LONDON

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PREFACE

In the Preface to the first edition of this system, I said:

The endeavor of the author has been to compile a system so simple as to be readily acquired by the humblest capacity and those possessed of little leisure, and yet rapid enough to reproduce verbatim the fastest oratory. In presenting his work to the public he asks for nothing beyond an impartial investigation, and with perfect confidence awaits the result.

The subsequent history of the system has justified the confidence expressed at that time. Gregg Short-hand has demonstrated its superiority to the older systems in simplicity, legibility and speed—and there are to-day nearly a million writers of the system. In beginning the preparation of this edition it was my intention to make some radical changes in the manner of presenting the principles; but in proceeding with the revision I was forced to the conclusion that it would be a mistake to depart materially from the general plan and form of the previous edition. No better evidence of the popularity and success of the previous edition could be given than the fact that, although nearly a million copies of it have been sold, there has been very little demand for revision except requests for the inclusion of those changes and improvements that have been made in the course of the past few years.

This edition, then, retains the general plan and form of the previous edition, but much of the material contained in it is arranged in more logical sequence, and the illustrations are chosen with greater care, with a view to developing quickness in the application of its rules and principles. An attempt has been made to state some of the rules more clearly than was done in the old book, and to put them into language better adapted to the comprehension of young students.

In the system itself few changes have been found necessary or desirable. Some new word-signs and extensions of advanced principles have been introduced, but all of these are in harmony with the fundamental principles of the system. All of them have been subjected to very careful trial in practical work before they have been adopted.

In sending forth this book I desire to express my heartfelt appreciation of the suggestions that have come to me from writers, from reporters and from teachers who are using the system in all parts of the world. These suggestions have been of great service to me in the preparation of this presentation of the system.

JOHN ROBERT GREGG.

NEW YORK, June 17, 1916.

ABOUT GREGG SHORTHAND

HISTORY.—Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later a revised and greatly improved edition was published under the title, "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in *book form*.

There are few more interesting or inspiring stories of success than the career of Gregg Shorthand in the years that have elapsed since its publication in book form. To-day Gregg Shorthand is the standard shorthand system of America. It is taught in more than seven thousand five hundred schools—that is to say, in more than eighty-five per cent of the schools that teach shorthand. It has been adopted in the public schools of 3900 cities and towns, and has superseded the older systems in a large number of these cities by formal action of Boards of Education.

WINS WORLD'S CHAMPIONSHIP.—In the 1921 contest of the National Shorthand Reporters' Association, Mr. Albert Schneider, a writer of Gregg Shorthand, won the world's championship, defeating the largest number of writers to participate in one of these contests, among them three former champions. In the championship tests, consisting of dictations for five minutes each at 200 words a minute literary matter, 240 words a minute jury charge, and 280 words a minute testimony, he made an average percentage of 97.94. Only one other contestant qualified. Mr. Schneider also transcribed the literary matter dictations at 215 and 175 words a minute and established new world records on both of these, tying with Mr. Willard B. Bottome, an official reporter of the Supreme Court of New York City, on the 175 with three errors. In the 215 dictation *he made the highest net speed ever attained in any contest at any speed on matter of this kind*—211.2 words a minute. The extraordinary legibility of Mr. Schneider's notes was shown by the fact that he transcribed five of the highest speed dictations in the time allotted for the three championship dictations. Mr.

Schneider was but twenty years old at the time of the contest, and was the youngest and least experienced writer to win the championship.

OTHER PUBLIC TRIUMPHS.—In 1910 a writer of Gregg Shorthand, Mr. Fred H. Gurtler, won the final contest for the famous Miner Medal, in the Fifth International Shorthand Speed Contest held under the auspices of the Eastern Commercial Teachers' Association. Gregg writers won *first*, *second* and *third* places. All of the Gregg writers qualified—ten of the fourteen writers of other systems failed.

In the 1911 shorthand speed contest of the National Shorthand Reporters' Association, a writer of Gregg Shorthand, Mr. Charles L. Swem (then eighteen years of age), established a world's record for *accuracy* on literary matter at 170 words a minute for five minutes, and with a net speed of 237 words a minute exceeded the previous world's record by ten words a minute on a judge's charge to a jury dictated at 240 words a minute.

In the 1912 speed contest of the National Shorthand Reporters' Association, Mr. Swem achieved a net speed of 268 words a minute for five minutes on testimony, and defeated three of the former champions as well as eighteen other contestants—all of them experienced reporters.*

In 1912, in the shorthand contests held at the Business Exhibition, London, a writer of Gregg Shorthand, Mr. Ernest W. Crockett, of Liverpool, won the Junior Shorthand Championship, having *less than one per cent errors in his transcript*.

AWARDED MEDAL OF HONOR AT PANAMA-PACIFIC EXPOSITION.—At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any Exposition and the only award ever granted which was based on the results accomplished by students in a model school conducted under the observation of

*Mr. Swem was Personal Secretary and Official Reporter to President Wilson for eight years. He was twenty years of age when he received the appointment at the White House.

the International Jury of Awards. The Gregg system was selected by the Exposition Authorities for use in the model school of business in the Palace of Education—a school designed to demonstrate the most advanced methods in business education.

PRINCIPLES OF THE SYSTEM.—Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following synopsis will enable the reader to understand the leading features of the system:

- | | |
|--------------------------------------------------------------------------------------------|--------------------------|
| (1) NO COMPULSORY THICKENING.—May be written either light or heavy. | } As in ordinary writing |
| (2) WRITTEN ON THE SLOPE OF LONGHAND, thus securing a uniform manual movement. | |
| (3) POSITION WRITING ABOLISHED.—May be written on unruled paper, and in one straight line. | |
| (4) VOWELS AND CONSONANTS ARE JOINED, and follow each other in their natural order. | |
| (5) ANGLES ARE RARE.—Curves predominate. | |

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles which govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters which is productive of the best results, and is only obtained by years of persistent, painstaking practice if the old geometric systems are employed.

TO SUM UP:

EASY TO LEARN.—Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

EASY TO READ.—Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers

of the system have established the *highest official world's records for accuracy* of transcripts on solid, difficult matter. These records were made in competition with experienced reporters who used the older systems, and in contests conducted by reporters and teachers who wrote such systems. (Full particulars of these contests will be sent by the publishers on application.) Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing and the elimination of the minute distinctions of form necessary in the old systems, all contribute to legibility.

EASY TO WRITE.—The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at a first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing, with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to easy, continuous, effortless writing.

SUPERIOR IN SPEED POSSIBILITIES.—Writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system. A boy of nineteen (who began the study of Gregg Shorthand in a night school less than four years previously) established a record of 268 words a minute net for five minutes, defeating three former champions and eighteen other experienced and capable reporters. The contest committee consisted of seven shorthand reporters, all of whom were writers of other systems. When a mere boy can do this, after such a brief experience, there can be no question that this system of shorthand possesses greater speed possibilities than any of the older systems.

A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Its possession has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much prized and valuable accomplishment and a means of mental culture.

BE THOROUGH.—Skill in anything is attained by repetition; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of ease and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

At first, write slowly and carefully; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written*; but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms are written rapidly. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to

indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

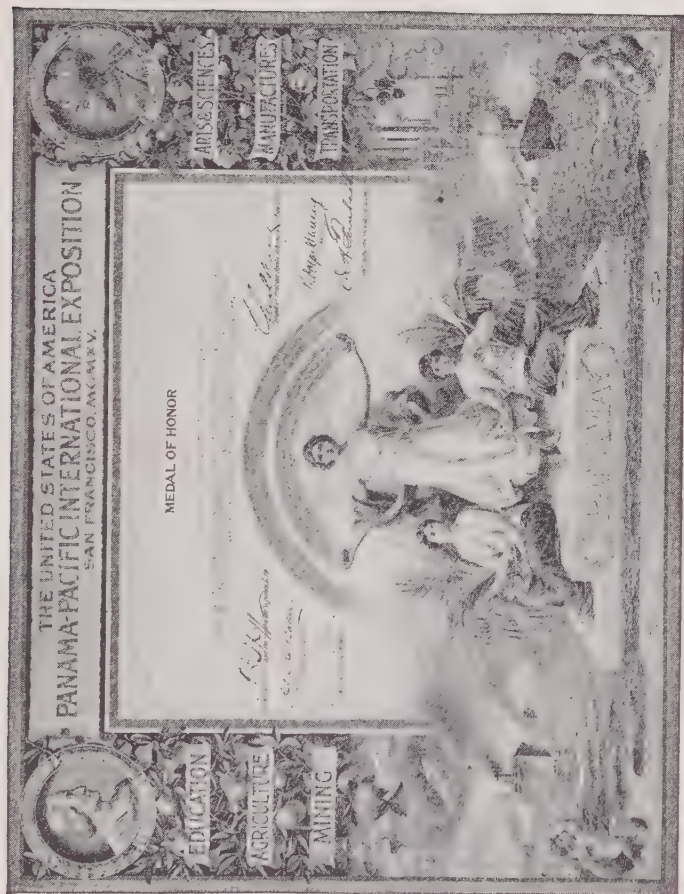
Facility in the use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word *ready*. This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

DEVOTE MUCH TIME TO READING WELL-WRITTEN SHORTHAND.—By doing this you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the exercises given each month in the Learners' Department of the *Gregg Writer*. These exercises can be used with great advantage from the very first lesson. Each number contains many helpful suggestions, and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.

DON'T GET DISCOURAGED.—The complete mastery of shorthand and typewriting is worthy of your best efforts, and if you devote yourself earnestly to that work there can be no such thing as failure.





The Alphabet of Gregg Shorthand

CONSONANTS

Written forward:




K G R L N M T D TH


Written downward:




P B F V CH J S SH

 H NG NK

 (A dot)

VOWELS




A-group

Short { *ă* as in *cat* 
 Medium { *ā* " " *calm* 
 Long { *ā* " " *came* 




O-group

Short { *ō* as in *hot* 
 Medium { *aw* " " *audit* 
 Long { *ō* " " *ode* 

E-group

Short { *ē* as in *din* 
 Medium { *ē* " " *den* 
 Long { *ē* " " *dean* 

OO-group



Short { *ū* as in *tuck* 
 Medium { *ōō* " " *took* 
 Long { *ōō* " " *doom* 

DIPHTHONGS

Composed
of

ū *ē-ōō* as in *unit* 
ow *ā-ōō* " " *owl* 

Composed
of

oi *aw-ē* as in *oil* 
i *ā-ē* " " *isle* 

FIRST LESSON

1. Shorthand is written by *sound*; thus *aim* is written *ām* (long sound of *a*), *cat* is written *kăt*, *knee* is written *nē*.

CONSONANTS

2. The alphabet should be mastered in sections, as given in these lessons. It will be noticed that the consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length. There is no absolute standard as to length, as the characters, being founded on ordinary writing, vary in size, slant, etc., according to the personal habits of the writer. The size of the characters given in this manual will be a safe standard to adopt. The characters for the consonants in this lesson are derived from an elliptical figure, thus:



K G R L N M T D H



NOTE: All these characters are written *forward* from left to right, and T, D struck *upwards* from the line of writing. The G given in this lesson is called *gay*, being the hard sound as in *game*, *gel*, and not the soft sound heard in *gem*, *magic*. The aspirate H is indicated by a dot placed over the vowel. The student should practice all these characters until he can write them without the slightest hesitation.

VOWELS

3. In writing by sound there are twelve distinct vowels, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the "A" group and the "E" group.

4. The *short* sound of *a*, as heard in *cat*, *ran*, is expressed by the large circle; the *medium* sound, as heard in *calm*, *ark*, is expressed by the large circle with a dot beneath the circle; the *long* sound, as heard in *ate*, *may*, is expressed by the large circle with a dash beneath the circle.



ă  as in mat m ä t 

ä  as in calm k ä m 

ā  as in gate g ā t 

5. The *short* sound of *i*, as heard in *din*, *rid* (not the long sound of *i*, heard in *dine*, *ride*), is expressed by the small circle; the sound of *e*, as heard in *get*, *net*, is expressed by the small circle with a dot beneath the circle; the *long* sound of *e*, as heard in *me*, *eat*, is expressed by the small circle with a dash beneath the circle.

ī  as in knit n ī t 

ē  as in net n ē t 

ē  as in neat n ē t 

NOTE: The dot and dash are useful to indicate the exact vowel sounds in unfamiliar or in isolated words, but otherwise they are seldom used.





RULES FOR JOINING CIRCLES

6. The circle is written on the *inside of curves*, and on the *outside of angles*.







Inside Curves

eke	ē k		era	ē r a	
key	k ē		rat	r ä t	
ale	ā l		take	t ā k	





Outside Angles

team	t ē m		rail	r ā l	
meet	m ē t		gain	g ā n	

7. Before or after straight lines, or between two straight lines running in the same direction, the circle is written forward—as the hands of a clock move.

	<i>Before</i>			<i>After</i>	
aim	ā m			me	m ē 
hat	h ä t			day	d ā 
			<i>Between</i>		
mean	m ē n			deed	d ē d 



























8. Between two reverse curves the circle is turned on the back of the first curve.

kill	k ī l		gear	g ē r	
wreck	r ě k		lake	l ā k	

METHOD OF PRACTICE









































9. The following list of words should now be copied. In doing this, particular attention must be paid to the *sounds* of each word. If the student will repeat the sounds as he writes the word, it will help to impress the forms upon his memory and at the same time familiarize him with the process of note-taking.

GENERAL EXERCISE

knee	n ē		tact	t ă k t	
keen	k ē n		tray	t r ā	
kick	k ĭ k		train	t r ā n	
ache	ā k		treat	t r ē t	
acre	ā k r		nail	n ā l	
acme	a k m ē		tale	t ā l	
neck	n ě k		lay	l ā	
cake	k ā k		deem	d ē m	
ark	ā r k		rim	r ĭ m	
eat	ē t		reed	r ē d	
kit	k ĭ t		arid	a r ĭ d	
hit	h ĭ t		rainy	r ā n ĭ	
had	h ă d		hack	h ă k	













FIRST LESSON

5

eddy	ě d ě		ill	ĩ l	
writ	r ĩ t		hill	h ĩ l	
came	k ā m		mill	m ĩ l	
creed	k r ě d		attic	ă t ĩ k	
cream	k r ě m		tickle	t ĩ k l	
merry	m ě r ĩ		ticket	t ĩ k ě t	
lane	l ā n		trick	t r ĩ k	
lamb	l ă m		deck	d ě k	
lady	l ā d ě		deacon	d ě k n	
rack	r ă k		decay	d ě k ā	
ready	r ě d ě		reel	r ě l	
maim	m ā m		gray	g r ā	
grim	g r ĩ m		eagle	ĕ g l	
rally	r ă l ě		arena	a r ě n a	
get	g ě t		narrate	n ă r ā t	
rig	r ĩ g		marine	m a r ě n	
linen	l ĩ n ě n		hatred	h ă t r ě d	
drama	d r ă m a		camera	k á m ě r a	
rag	r ă g		tyranny	t ĩ r a n ě	
lick	l ĩ k		etiquette	ĕ t ĩ k ě t	

SIMPLE WORD-SIGNS













10. A large proportion of all written and spoken language is made up of a few simple words. For such words brief forms called word-signs are provided. Those given here should be memorized immediately:

can		in, not		he	
go, good		am, more		I	
are, our		at, it		a, an (dot)	
well, will		would		the (th)	

up

PHRASE-WRITING

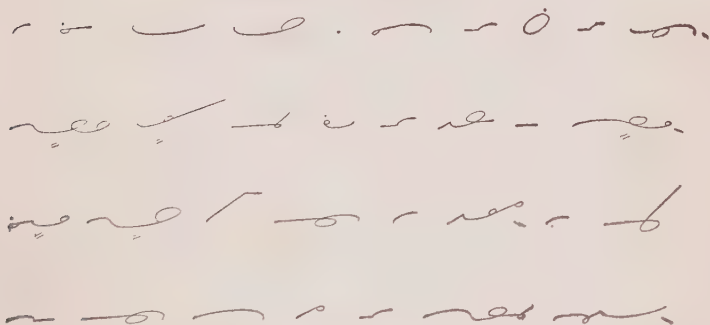
11. The joining of simple words is a great help to speed in writing shorthand, but it is a difficult art to acquire if its acquirement be deferred until the habit has been formed of writing common words separately. The student should, therefore, practice it diligently from the very beginning of his study. For such practice the simple phrases here given will serve as models:

in the		I would		it will not	
I can		I'am		I can not	
I will		at the		in our	
would not		it will		can the	

PUNCTUATION, ETC.

12. The *period* is expressed by \cdot , the end of a *paragraph* by $>$, the *dash* by $=$, the *hyphen* by \sloperightarrow (two short dashes struck upward), and the *interrogation* by \times . Capitals and proper names may be indicated by two short dashes under the outline. The parentheses may be expressed by the ordinary marks with short dashes through them f t . Other punctuation marks are written in the usual way.

READING EXERCISE



WRITING EXERCISE

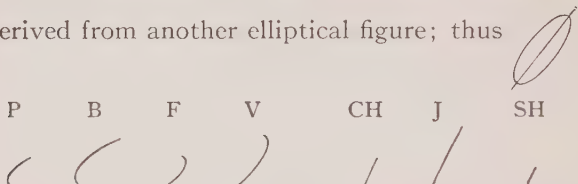
1. Ellen Terry read the drama well.
2. Helen Keller can read in-the dark.
3. The rain will make the day dreary.
4. The enemy may make an attack in-the rear.
5. The League team will meet at-the Arena.

SECOND LESSON

THE DOWNWARD CHARACTERS

13. The characters for the consonants in this lesson are derived from another elliptical figure; thus

P B F V CH J SH



NOTES: All these characters are written downwards. CH is pronounced *chay*, not *see-aitch*; and SH is called *ish*, not *es-aitch*. SH is a mere tick.

The following memory aids will be helpful:





ℓ = (*ℓ* =)

14. In the writing of F, V, a rather vertical inclination is desirable in order that the curve may join easily with other characters. In forming the combinations *fr*, *fl*, it is not necessary to make an angle. The motion is just the same as in writing a part of Y in longhand; thus


fy = *ℓ*

fig	f ĭ g	<i>ℓ</i>	free	f r ē	<i>ℓ</i>
vain	v ā n	<i>ℓ</i>	frame	f r ā m	<i>ℓ</i>
fail	f ā l	<i>ℓ</i>	flash	f l ā sh	<i>ℓ</i>





15. The circle may assume the form of a loop where more convenient.

dash	d ă sh		cheat	ch ē t	
fame	f ā m		lap	l ă p	


16. Between an oblique curve—such as P, B, F, V—and a straight line, the circle is placed on the outside.


palm	p ă m		Dave	d ā v	
beat	b ē t		knave	n ā v	


17. The base of the first consonant of a word rests on the line of writing.


map	m ă p		fetch	f ě ch	
cave	k ā v		chief	ch ē f	


18. The following words illustrate the application of the rules for joining circles to the consonants given in this lesson:

Inside Curves (Par. 6). 

Outside Angles (Par. 6). 

Joined to Straight Lines (Par. 7). 

Between Reverse Curves (Par. 8). 





































Between Oblique Curves and Straight Lines (Par. 16). 

GENERAL EXERCISE

edge	ě j		jig	j ĭ g	
able	ā b l		apple	ă p l	
fear	f ē r		peal	p ē l	
beer	b ē r		appeal	ă p ē l	
fish	f ĭ sh		cheap	ch ē p	
feed	f ē d		chap	ch ă p	
play	p l ā		beak	b ē k	
cheek	ch ē k		back	b ă k	
reap	r ē p		beam	b ē m	
peep	p ē p		balm	b ă m	
Jap	j ă p		chain	ch ā n	
nap	n ă p		catch	k ă ch	
cab	k ă b		shake	sh ā k	
peach	p ē ch		shame	sh ā m	
preach	p r ē ch		bread	b r ē d	
tab	t ă b		bridge	b r ĭ j	
gem	j ě m		shave	sh ā v	
pale	p ā l		fray	f r ā	
sherry	sh ě r ĭ		feel	f ē l	

ledge	l ě j		Arab	ă r a b	
allege	ă l ě j		chill	ch ĭ l	
pledge	p l ě j		Jack	j ä k	
nib	n ĭ b		rage	r ā j	
brief	b r ě f		page	p ā j	
chin	ch ĭ n		vague	v ā g	
calf	k ā f		dip	d ĭ p	
rave	r ā v		rich	r ĭ ch	
grave	g r ā v		navy	n ā v ĭ	
shade	sh ā d		cliff	k l ĭ f	
half	h ā f		shaggy	sh ä g ĭ	
badge	b ä j		vim	v ĭ m	
brain	b r ā n		abate	a b ā t	
valid	v ä l ĭ d		heavy	h ě v ĭ	
trap	t r ä p		Java	j ä v a	
crash	k r ä sh		parish	p ä r ĭ sh	
trash	t r ä sh		palate	p ä l a t	
beef	b ě f		flinch	f l ĭ n ch	
brave	b r ā v		beetle	b ě t l	
hitch	h ĭ ch		avail	ä v ā l	

WORD-SIGNS AND PHRASES

put		let, letter	
be, but, by		little	
been, bound		market, Mr.	
before, behalf		reply	
belief, believe		represent	
for		teach.	
form, from		check	
have		for the	
change, which		I have	
shall, ship		I have not	
about		in which	
after		I shall	
ever-y		I shall not	
any		I shall have	
name		from the	
give-n		would be	
gave		in reply	
please		please ship	

NOTE: The rule given in Par. 17 applies to phrases.

READING EXERCISE


- f - - - - - 2. 6 6
 7: 6 9 - 6 - 2 2
 4 2 1 6 - 4 2
 - - 9 1 2 1 6
 6 1 - - - - - 2 2 2
 1 - 9 4 2 6 - -
 0 (2 2 6 - - -







WRITING EXERCISE

1. The maid will-be at-the market every day.
2. Phoebe Cary will teach her French.
3. The team will-be ready for-the match game.
4. Henry came back from-the navy after he had achieved fame.
5. The range in-the kitchen will bake good bread.
6. Jennie will-have the meal ready in about an hour.
7. Please pay for-the ticket in cash for I-can-not take a check.















THIRD LESSON









































THE O-HOOK

19. The lower part of the elliptical figure  (called the *o-hook*) represents the short sound of *o*, as heard in *hot*, *top*; the hook with a dot beneath it expresses the sound of *aw*, as in *awe*, *law*; the hook with a short dash beneath it expresses the long sound of *o*, as in *owe*, *no*.







ö		as in	rot	r ö t	
aw		as in	raw	r aw	
ō		as in	wrote	r ō t	

GENERAL EXERCISE



























hot	h ö t		Shaw	sh aw	
ought	aw t		shawl	sh aw l	
taught	t aw t		show	sh ō	
odd	ö d		shoal	sh ō l	
nod	n ö d		toad	t ō d	
Maud	m aw d		foe	f ō	
mode	m ō d		foam	f ō m	







loaf	l ō f		paw	p a w	
cope	k ō p		pawn	p a w n	
coach	k ō ch		jaw	j a w	
rod	r ō d		dodge	d ō j	
blow	b l ō		lodge	l ō j	
botch	b ō ch		talk	t a w k	
hobby	h ō b ĩ		broad	b r a w d	
fraud	f r a w d		dough	d ō	
wrought	r a w t		Jove	j ō v	
dot	d ō t		obey	ō b ā	
ball	b a w l		hope	h ō p	
hog	h ō g		fop	f ō p	
blot	b l ō t		chop	ch ō p	
rogue	r ō g		Paul	p a w l	
pillow	p ĩ l ō		pole	p ō l	
shallow	sh ă l ō		beau	b ō	
elbow	ē l b ō		arrow	ă r ō	
rope	r ō p		John	j ō n	
polo	p ō l ō		bone	b ō n	
bore	b ō r		motto	m ō t ō	

20. The O-hook is placed on its side *before* N, M, R, L, except when preceded by a downward character, as in *bore, bone, pole, foam, John*.































on	ō n		hall	h a w l	
or	a w r		dome	d ō m	
moan	m ō n		Nome	n ō m	

GENERAL EXERCISE

nor	n a w r		home	h ō m	
orb	a w r b		flown	f l ō n	
own	ō n		knoll	n ō l	
whole	h ō l		drawn	d r a w n	
hollow	h ō l ō		blown	b l ō n	
aroma	a r ō m a		tone	t ō n	
core	k ō r		atone	a t ō n	
known	n ō n		door	d ō r	
roam	r ō m		adore	a d ō r	
roll	r ō l		loan	l ō n	
comb	k ō m		alone	a l ō n	
coal	k ō l		mole	m ō l	
omit	ō m ĩ t		dawn	d a w n	

goal	g ō l		holy	h ō l ĭ	
tall	t a w l		Nora	n ō r a	
brawny	b r a w n ĭ		Cora	k ō r a	

WORD-SIGNS AND PHRASES

all		told	
beyond		very	
body		of the	
call		of all	
care		of which	
company, keep		of our	
fall, follow		in favor	
far, favor		in our favor	
friend-ly		on the	
glad		on our	
judge		on which	
most		on which the	
of		in regard	
public, publish		I told	
real, regard		on behalf	

READING EXERCISE

the young man

in the end

the letter

the letter

the letter

the letter


the letter







WRITING EXERCISE

1. The team will haul the heavy load of coal.
2. Judge Lodge would-not keep the letter from-the public.
3. He will-pay for-the lot if Mr. Cone will take a check drawn in-our-favor.
4. I-can-not very well follow the form given in-the letter.
5. After the ball game Laura came home in-the launch.
6. The good ship Jane dashed on a rock, but all the people reached the shore.













FOURTH LESSON





























THE OO-HOOK

21. The upper part of the small elliptical figure  (called the *oo-hook*) represents the short sound of *u*, heard in *hum*, *dumb* (not the long *u* heard in *use*, which will be given later); the hook with a dot beneath it expresses the sound of *oo*, as in *took*, *foot*; the hook with a short dash beneath it expresses the long *oo*, as in *doom*, *boom*.









ũ		as in	tuck	t ũ k	
ö		as in	took	t ö k	
ō		as in	tomb	t ō m	

GENERAL EXERCISE





















hut	h ũ t		doom	d ō m	
tug	t ũ g		shove	sh ũ v	
shut	sh ũ t		hug	h ũ g	
shoot	sh ō t		rut	r ũ t	
to	t ö		shoe	sh ö	
do	d ō		shook	sh ö k	

foot	f ō t		up	ŭ p	
cuff	k ŭ f		dug	d ŭ g	
hush	h ŭ sh		jug	j ŭ g	
gush	g ŭ sh		fudge	f ŭ j	
honey	h ŭ n ī		huff	h ŭ f	
duck	d ŭ k		pool	p ō l	
hood	h ō d		fool	f ō l	
hook	h ō k		toot	t ō t	
dove	d ŭ v		oven	ŭ v n	
puff	p ŭ f		tough	t ŭ f	
who	h ō		ruddy	r ŭ d ī	
whom	h ō m		chuckle	ch ŭ k l	
huddle	h ŭ d l		boom	b ō m	
tattoo	t ä t ō		lucky	l ŭ k ī	

22. The OO-hook is always placed on its side *after* N or M; it is also placed on its side *after* K or G *when followed by* R or L.







nun	n ŭ n		mug	m ŭ g	
mud	m ŭ d		mood	m ō d	
muff	m ŭ f		cool	k ō l	
moon	m ō n		gull	g ŭ l	

REVIEW EXERCISE ON BOTH HOOKS

hot	h ǒ t		loam	l ō m	
hut	h ŭ t		loom	l ōō m	
home	h ō m		rot	r ǒ t	
hum	h ŭ m		rut	r ŭ t	
moan	m ō n		bone	b ō n	
moon	m ōō n		boon	b ōō n	
mode	m ō d		coach	k ō ch	
mood	m ōō d		gush	g ŭ sh	
dome	d ō m		coal	k ō l	
doom	d ōō m		cull	k ŭ l	







W AND Y

23. When followed by a vowel, W has the sound of *ōō*, as *ōō-ā-t—wait*. W is therefore expressed by the oo-hook.





we	w ē		wall	w a w l	
weave	w ē v		woe	w ō	
wait	w ā t		wool	w ōō l	

24. In the body of a word it is generally more convenient to express *w* by a horizontal dash under the





vowel, but this dash may often be omitted.

twig	t w ĭ g		equity	ĕ k w ĭ t ĭ	
twin	t w ĭ n		dwel	d w ĕ l	
quick	k w ĭ k		headway	h ĕ d w ā	





25. In words beginning with *a-h* or *a-w*, followed by a vowel, *a* is expressed by a dot placed on the line close to the next character.

ahead	a h ĕ d		awake	a w ā k	
away	a w ā		ahem	a h ĕ m	

26. Wh is pronounced *hw*, as h-w-ē-l — *wheel*, hence the dot for *h* should be written first.

whit	hw ĭ t		whack	hw ā k	
whig	hw ĭ g		whim	hw ĭ m	







27. Y is equivalent to *ē*, as ē-ō-r — *yore*, and is therefore represented by the small circle.

yacht	y ō t		yore	y ō r	
yawn	y ā w n		yawl	y ā w l	



























NOTE: When the combination *yo* or *yaw* precedes R or L, the hook is not placed on its side.

28. At the beginning of a word *yĭ* or *ye* is expressed by a small loop, and *ya* by a large loop. When neces-































sary to denote the exact shade of vowel sound, the dot or dash is placed beneath the loop.

ye	yē		yet	yě t	
yea	yā		yellow	yě l ō	
year	yē r		Yale	yā l	

GENERAL EXERCISE

way	wā		acquit	ă k w ĭ t	
wave	wā v		quail	k w ā l	
wade	wā d		Broadway	b r a w d w ā	
wake	wā k		roadway	r ō d w ā	
wage	wā j		await	a w ā t	
wced	wē d		awoke	a w ō k	
widow	w ĭ d ō		wheel	h w ē l	
weep	wē p		wheat	h w ē t	
walk	w a w k		whip	h w ĭ p	
wash	w ō sh		whiff	h w ĭ f	
watch	w ō ch		yam	yă m	
wove	w ō v		Yarrow	yă r ō	
quack	k w ă k		yoke	y ō k	

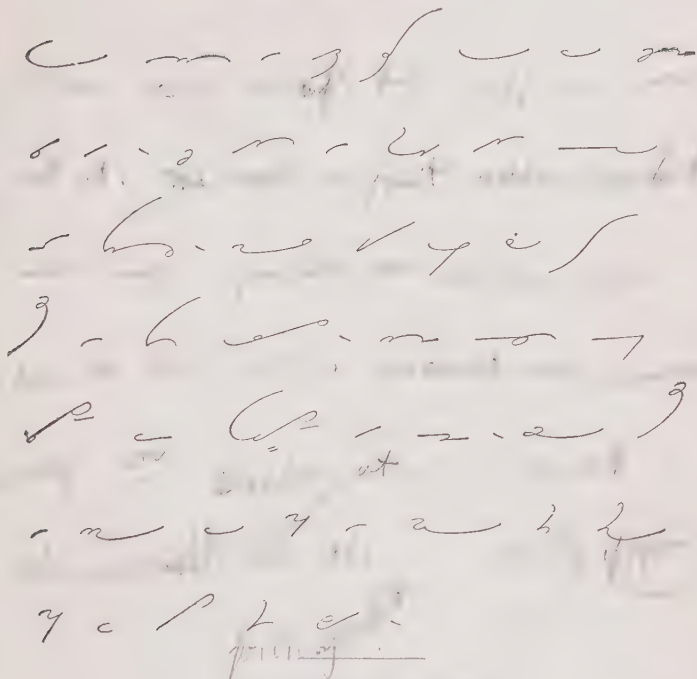
WORD-SIGNS AND PHRASES

above		of your	
become, book		to you	
could		do you	
full-y		you have	
great		you have not	
look		we have	
move		we have not	
much		you can not	
should		we can not	
sure-ly		we will	
upon		from you	
work		your letter	
world		if you have	
yes		if you will	
you, your		if you can	

W is omitted in the following words:

week		when	
were		what	
where		won-one	

READING EXERCISE




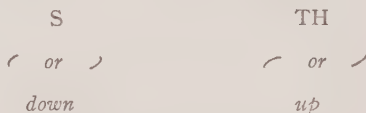
WRITING EXERCISE

1. The wheel of-the wagon caught in a rut of-the rough road.
2. The pony ran away but the groom caught him.
3. Edwin should-have told you about-the affair before the letter reached you.
4. You-may do the work in your own way if-you-are sure you-can do it well.
5. The mud in-the road will-reach up to-the hub of-the wagon wheel.

FIFTH LESSON

S AND TH

29. From the small elliptical figure given in the last lesson  two small curves are obtained which are written downwards to express the very common letter S, and upwards to express Th.

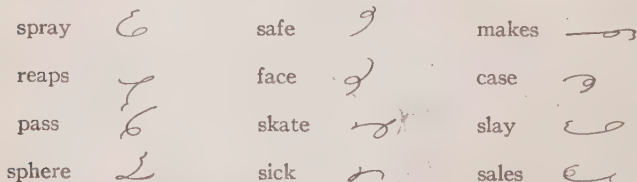


NOTE: It is very important to keep steadily in mind that the curves for S are written *downwards*, while those for TH are written *upwards* and at a greater inclination. The following is a useful memory aid:















RULES FOR JOINING S AND TH

30. When S is joined to a curve, the S is written in the same direction as the curve to which it is joined, thus securing a *uniform movement*. A circle vowel occurring at the joining does not affect the application of this rule.






NOTE: When S precedes a down stroke, the base of the *down stroke* rests on the line.










31. When S is joined to T, D, N, M, the S is used which forms a sharp angle. A circle vowel occurring at the joining does not affect the application of this rule.

stay		odds		smack	
set		days		same	
nets		snow		leans	
said		seen		knees	










32. When S is joined to Sh, Ch, J, the S is used which is written with the clockwise movement—called the "comma S."

sash		sage		chess	
------	-----------------------------------------------------------------------------------	------	-----------------------------------------------------------------------------------	-------	-----------------------------------------------------------------------------------







33. In words consisting of S or Th, or both, and a circle vowel, S or Th should be written with the clockwise movement.

<i>Circle and S</i>		<i>Circle and Th</i>		<i>Combinations</i>	
as		heath		these	
see		hath		sees	
essay		thee		Seth	

34. The clockwise Th is given the preference, but when joined to O, R, L, the other form is used.

thick		though		moth	
theme		throw		earth	
doth		athlete		health	







35. In words beginning with *so*, the "comma S" is used.

so		soul		soap	
sorrow		sofa		sod	

36. The combination *us* is written without an angle at the beginning of words, or when it follows a down stroke or K, G.





us		fuss		gracious	
bus		gust		vicious	

37. Z is represented by the sign for S, but an oblique dash marks the distinction in isolated words. If necessary, the Th heard in *breathe* may be distinguished from the sound heard in *breath* in the same manner.






gas		face		breath	
gaze		phase		breathe	

NOTE: The sound of *zh*, heard in *azure*, *rouge*, *garage*, may be distinguished from *sh* by the oblique dash, but this is necessary only where it is desired to mark the precise sounds of foreign words.

38. The letter X may be expressed at the end, or in the body of words, (but not at the beginning), by a slight modification of the curve for S, as shown in the following examples:







mix		coax		tax	
box		fix		lax	

39. The sound of Ng, heard in *long*, is expressed by N written in a slightly downward direction; and Nk (which is sounded *ngk*, as *rang-k—rank*) by a longer sign.




rang sing king rank sink kink 

SIMPLE PREFIXES AND SUFFIXES







40. The prefixes *con*, *com*, *coun* are expressed by K, and the vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a *consonant*. The prefix *ex* is expressed by *es*.

condole infancy impress convey envy extol compass emboss explode 







41. The suffix *ing* or *thing* is expressed by a dot placed beneath or close to the preceding letter; *ings* is expressed by S in the same place, the S being written contrary to the hands-of-a-clock movement.

being singing anything doing making sayings ringing everything readings 


































42. The suffix *ly* is expressed by the small circle, and *ily, ally* by a loop.

only		calmly		prettily	
early		readily		totally	

43. The suffix *tion, sion* (*shun*) is expressed by SH.

nation		session		action	
oration		motion		fashion	







































GENERAL EXERCISE

say		guess		link	
seem		chase		throat	
save		sleepy		both	
sap		serene		booth	
solemn		steel		gang	
scratch		stray		thief	
scream		city		death	
scrip		snake		swear	
score		smash		switch	
hymns		smith		sweet	
miss		fasten		swim	

NOTE: When *sw* is followed by T, D, N, or M, the *w* is expressed by the hook.

trace		salad		loath	
terrace		threat		thud	
shoes		throne		preface	
shows		myth		spring	
husky		wrong		condone	
dusky		acid		complex	
hustle		bath		concave	
audacious		wing		combat	
zealous		zero		county	
efface		siege		enrich	
ethics		thus		infamous	
hasty		suffix		unfit	
sabre		elixir		relation	
saucy		applause		expression	
essays		stab		invasion	
Jessie		sedate		shipping	
sprain		theft		feelings	
elapse		sashes		thickly	
story		sober		brutally	
parrow		plank		craftily	

WORD-SIGNS AND PHRASES

ask		than, then	
business		that	
cause, because		their, there	
course		them	
desire		they	
else, list		thing, think	
inclose		this	
instan ^t _{ce}		those	
is, his		was	
long		is the	
must		is this	
next		is there	
other		there is	
receive		this is	
some		in these	
soon		for that	
speak, speech		he was	
state		there was	
such		in such	

READING EXERCISE

Constitution of the United States

Constitution of the United States

Constitution of the United States

Constitution of the United States

Constitution of the United States

Constitution of the United States

Constitution of the United States









WRITING EXERCISE

1. The book of essays by John Burroughs was given a long notice in the papers.
2. I think that such a motion was made early in the session.
3. I shall not wait for a letter from Mr. King as the book is on the press.
4. We inclose a list of things which we shall need very soon.
5. The speech by Nicholas Murray Butler was on the ethics of teaching.

SIXTH LESSON













DIPHTHONGS

































44. A pure diphthong is the union in one syllable of two simple vowels uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowels of which they are composed.

ū		as in	fume	f ū m	
ow		as in	now	n ow	
oi		as in	oil	oi l	
ī		as in	die	d ī	

NOTE: The diphthong *ū* is a combination of *ē* and *ōō*; *ow*, of *ū* and *ōō*; *oi*, of *aw* and *ē*. The sign for the diphthong *ī* is a large circle with an indentation —resembling a combination of *ū* and *ē*, which, if uttered in rapid succession, yield a sound almost equivalent to *i*. This sign for *i* is generally called "the broken circle."

GENERAL EXERCISE

hue	h ū		fine	f ī n	
feud	f ū d		huge	h ū j	
cow	k ow		mute	m ū t	
toy	t oi		bough	b ow	
annoy	a n oi		Hoyle	h oi l	
sky	s k ī		try	t r ī	







unique	ū n ē k		thy	th ī	
ounce	ow n s		humid	h ū m ī d	
toil	t oi l		sigh	s ī	
ripe	r ī p		scout	s k ow t	
youth	ū th		Nile	n ī l	
thou	th ow		vow	v ow	
mine	m ī n		price	p r ī s	
Roy	r oi		rhyme	r ī m	
cue	k ū		apply	ă p l ī	
guide	g ū d		tile	t ī l	
alloy	ă l oi		comply	com p l ī	
chime	ch ī m		invite	in v ī t	
adjoin	a j oi n		enjoy	en j oi	
fight	f ī t		impugn	im p ū n	
mouth	m ow th		exude	ex ū d	
noise	n oi s		mightily	m ī t ily	

NOTES: (a) The rules governing the joining of the circles apply to the diphthong *i*. In the words *Nile*, *tile*, for instance, the sign is placed outside the angle, as is done in *nail*, *tale*.

(b) In some words it will be found unnecessary to write the line through the large circle to express the diphthong. For example, it is unnecessary to write *mat* for *might*, as "it *mat* (might) be," and *ma* for *my*, as "in *ma* (my) opinion," etc. Other common examples are: *life*, *quite*, *lively*.







VOWEL COMBINATIONS

45. Consecutive vowels which do not form a pure diphthong are joined in their natural order.

Leo	l ē ō		olio	ō l i ō	
Owen	ō ě n		cameo	k ă m ě ō	
Noah	n ō a		snowy	s n ō ĭ	







NOTE: When long ō is followed by a small circle, as in *Owen*, (ō ě n), the dash is usually placed beneath the hook.

46. Any vowel following the diphthong *i* is expressed by the small circle within the large circle.

via	v i a		lion	l i ŭ n	
fiat	f i ă t		science	s i ě n s	
dial	d i a l		iota	i ō t a	

NOTE: When *io* begins a word it is written (as in *iota*, given above) with the same movement as *o* in longhand, which it resembles in appearance.

47. Where necessary, short *i* followed by *a* as in *mania*, is expressed by the large circle with a *dot* placed within it; and *e* followed by any large circle vowel sound by the large circle with a *dash* within it. These distinctions are seldom necessary.

mania	m ā n i a		Olympia	ol ĭ mp i a	
medial	m ē d i a l		ammonia	ă m ō n i a	
create	k r ē ā t		Lydia	l i d i a	

48. There are a few words in which there are no consonants. In such words the dot for the aspirate, or the marks distinguishing the vowel sounds, should be used.

ah!	o	who	i	ye	o
awe	u	hue, hew	o	yea	o
owe, oh!	y	hay	o	woe	z
hoe	i	high	o	woo	7

WORD-SIGNS AND PHRASES

allow	e	point, appoint	a	I find	g
behind	6	right, write	e	wire	a
find	2	side	a	please wire	ce
how, out	o	use	o	please write	ce
kind	o	usual-ly, wish	7	write me	ee
light	e	while	e	your kind letter	ee
like	e	why	o	on this side	3
new	-	wife	7	I would like	o

SPECIAL BUSINESS PHRASES

Dear Sir	/	Yours truly	7	Yours very truly	2
Dear Madam	/	Very truly yours	7	Yours respectfully	2

READING EXERCISE

I find that Mr. Boyd is out of the city, please wire me
 so that I can get other help for you.
 Please write me fully as to what you do about increasing
 the price on the lots in Butte.
 Before we publish the book we must find out about the size
 of type which you wish us to use.
 The chimes will ring in the new year.

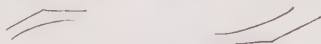
WRITING EXERCISE

1. Julia Marlowe will not play Ophelia this year.
2. If you find that Mr. Boyd is out of the city, please wire me so that I can get other help for you.
3. Please write me fully as to what you do about increasing the price on the lots in Butte.
4. Before we publish the book we must find out about the size of type which you wish us to use.
5. The chimes will ring in the new year.

SEVENTH LESSON













BLENDED CONSONANTS

49. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:



The characters have been so arranged that many frequent combinations form an obtuse angle, and this angle not being observed, the lines blend naturally in the form of a curve.




















































50. All of the following blended consonants are written upwards from the line of writing:

TEN, DEN		as in	tenor		denote	
TEM, DEM		as in	temper		demolish	
ENT, END		as in	paint		bond	
EMT, EMD		as in	prompt		deemed	

Notes. (a) As the combinations are pronounced as syllables, minor vowels occurring between the consonants are omitted, but diphthongs and strongly accented vowels are inserted. For instance, *dean*, *dine*, *team*, *tame*, *dome*, *dime*, are written in full. The blend is used, however, in words ending in *tain* as *detain*.

(b) Although the blends *ent*, *end*, *emt*, *emd* are pronounced as syllables, just as *sh* is pronounced *ish*, the vowel preceding the blend is seldom omitted, except at the beginning of a word, as in *entry*, *entail*.

GENERAL EXERCISE



tenets		detain		temple	
tenant		threaten		attempt	
tenacious (a)		tendency		demur	
dense		attendance		wisdom	
condense		timid		entry	
condensation		freedom		entail	
continent		kingdom		plenty	
condemn		contem- plation		moaned	
intention (b)		anatomy		dawned	
extension		phantom		fastened	
contention		autumn		lamed	
sweeten		sanctum		seemed	
latent (b)		brand		steamed	
mutiny		lined		exempt	
stencil		signed		shamed	
mutton		faint		Indian	
obtain		gained		addenda ^(b)	

NOTES: (a) The rule given in Paragraph 16 applies to the circle between the blended consonants and straight lines as in the word *tenacious*.

(b) Where it is possible to use either *ten*, *den*, or *ent*, *end*, the *ten*, *den* blend is given the preference.


































51. In joining *d* to *f* or *v*, and *j* to *ent*, *end*, the angle is obscured in rapid writing, and the combination is written with one impulse of the pen.

DEF-V, TIVE  as in defeat  native 

JENT-D, PENT-D  as in gentle  happened 

NOTE: It will be found that *tive* generally occurs at the end of words, as in *native*, and cannot be confused with *def*, *dev*, which generally occur at the beginning of words, as in *defume*

GENERAL EXERCISE

defy		deficit		genteel	
edify		restive		Gentile	
edifice		festive		legend	
deface		motive		regent	
defame		attentive		contingent	
defense		tentative		tangent	
devout		cheapened		pageant	
divine		ripened		depend	
divide		rampant		spent	
diffidence		opened		expend	
devise		cogent		impending	

52. The syllables *men*, *mem* are expressed by lengthening *m*, that is, by joining *m* and *n*; *ted*, *ded*, *det*, by a long stroke upwards, equal to *t* and *d* joined; *ses* or *sus*, by joining the two signs for *s*; *xes*, by joining *x* and *s*.













MEN, MEM		as in	mention		memory	
TED, DED, DET		as in	heated		seated	
SES		as in	passes		faces	
XES		as in	boxes		mixes	

NOTES: The combination *det* usually occurs at the beginning of words, as in *detach*, *detest*, while *ded*, *ted*, usually occur at the end of words.

The stroke is used to express *ted*, *dea* after short words only, a disjoined dash being more convenient in most words as explained in Par. 53.

GENERAL EXERCISE

man		effeminate		Roman	
many		nominate		romance	
menace		examine		Ottoman	
minute		maintain		famine	
month		minimum		human	
amen		stamina		Manhattan	
acumen		women		commonly	
immense		omen		detach	
emanate		ominous		detection	
memoir		remain		waited	













masses		teases		sustain	
guesses		possess		cessation	
races		leases		annexes	
basis		fences		taxes	

NOTE: In rapid writing the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare *face*, *faces*, *case*, *cases*, *pass*, *passes*.










53. At the end of many words *ted*, *ded*, and sometimes *ed*, may be expressed by *t* placed beneath or close to the preceding character.




























invited  divided  demanded  printed 

54. Advantage may be taken of the blending principle in phrase writing, thus: *t-me* for *to me*, *t-do* for *to do*.




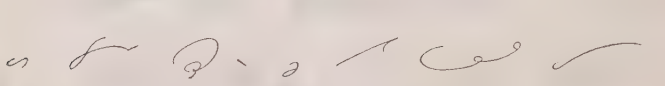
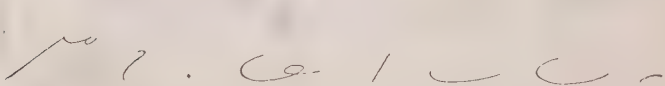
to-day		to meet		ought to know	
to do		to make		at any time	
to draw		to my		what to do	
to mean		to know		in due time	

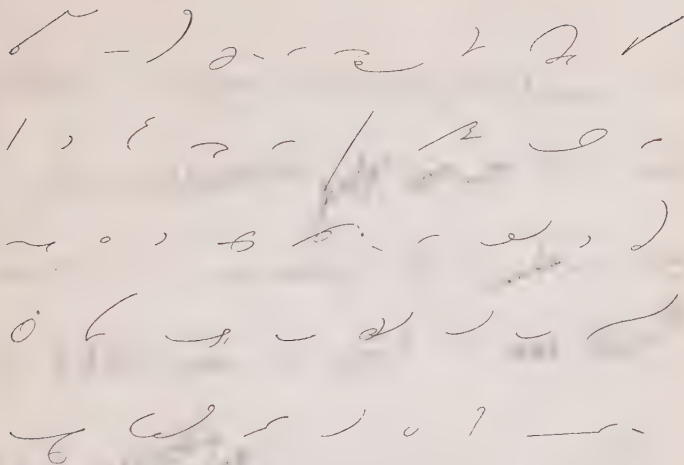
WORD-SIGNS AND PHRASES

and, end		assist		date, did	
hand		attention		definite	
agent		between		devote	

differ ^{ent} ence		society		and I am	
difficult-y		time		at hand	
duty		to-morrow		all my time	
endure		want		at that time	
exist-ence		went		for the time	
gentlemen		in time		your attention	
Messrs.		and there		kind attention	
says, system		and there is		every attention	
season		and am		my attention	

READING EXERCISE



WRITING EXERCISE










1. The society asks for different working conditions and a minimum wage law.
2. The memoirs of this famous man read like a romance; such a book will be an inspiration to me.
3. Andrew Temple will study printing and book binding in the evening classes at the Manhattan Academy.
4. Your letter reached me, but I have had no time to make the definite reply demanded.
5. That you are in business means that you are doing something for which mankind is willing to give you money.
6. We can not grant the extension of time you wish, and if the money does not reach us by the date mentioned, we shall draw on you through our bank.
7. The auditor who was sent to examine the books for the season had to devote a month to the work.

EIGHTH LESSON

RULES FOR EXPRESSING R

11 55. The circle or loop is written with a reverse movement to express R:

(a) Before or after straight lines, or between two straight lines in the same direction.

<i>Before</i>		<i>After</i>		<i>Between</i>	
art		tar		tart	
arm		mar		marmot	
harsh		share		tardy	

(b) Between a horizontal and an upward character.

mart	cart	lard	garden

X (c) Between a downward character and T, D, N, M.

pert	barn	chart	farm

NOTE: As there is a tendency in rapid writing to curve a straight line when it is followed by a circle, the distinctive method of joining the circle when reversed after Ch, J, illustrated in *chart* (compare with *pert*), is adopted to prevent any possibility of misreading.

(d) Between SH, CH, J, and L.

churl

Charles

charlatan

Jarley

56. By changing the form of the reversed circle to a loop at the end of a straight line, the letter S is added.

dares

manners

stars

tires

readers

preachers

cheers

ledgers

57. Before straight lines S in *ser*, *cer*, *sar*, and Th in *ther*, *thir*, may be written contrary to the usual method of joining to express R.

sermon

assert

serge

sardine

concern

concert

exert

insert

desert

third

thirty

Thermos

GENERAL EXERCISE

heart

army

harness

heartly


























































hard

Armenia

heartily

harm

























earn

yearn		oyster		guarantee	
yard		barter		courtesy	
Yarmouth		dirty		Hibbard	
harmony		Tartar		pardon	
Armada		tender		bird	
arch		cashier		burden	
hermit		mermaid		spared	
hurt*		murmur		shepherd	
urge*		murder		shirt	
near		martyr		charter	
mere		marten		journey	
jeer		girder		sojourn	
dear		alert		adjourn	
domineer		billiard		germ	
anger		Hilliard		Charlotte	
tire		poniard		hammers	
attire		card		farmers	
dart		carter		soldiers	
mutter		cartridge		surname	









*It is generally more facile to use the circle for the obscure vowel sound heard in *ur*:

58. The letter R is omitted without reversing:





(a) In many words containing *ar*, *er*:

starch		cargo		perverse	
large		clergy		perversity	
margin		certain		learn	
alarm		serve		term	
tarnish		surface		turn	
argue		surprise		lantern	
starvation		surplus		northern	
gargle		traverse		southern	

(b) In many words containing *or*:

ordain	ornate	sort	retort
			
extort	indorse	border	absorb
			

(c) In words beginning with *war*, *wor*:

war	warn	ward	worse
			

59. The reversing principle is used to express L in the following words:

till, tell

deal

mail

mile

smile

still

style

detail

NOTE: The plural of these words is expressed by a reversed *loop*—see Par. 56.

deals

mails

styles

details

WORD-SIGNS

certificate

merchandise

particular

determine

order

territory

firm

organize-
organization

trust

first

question

until

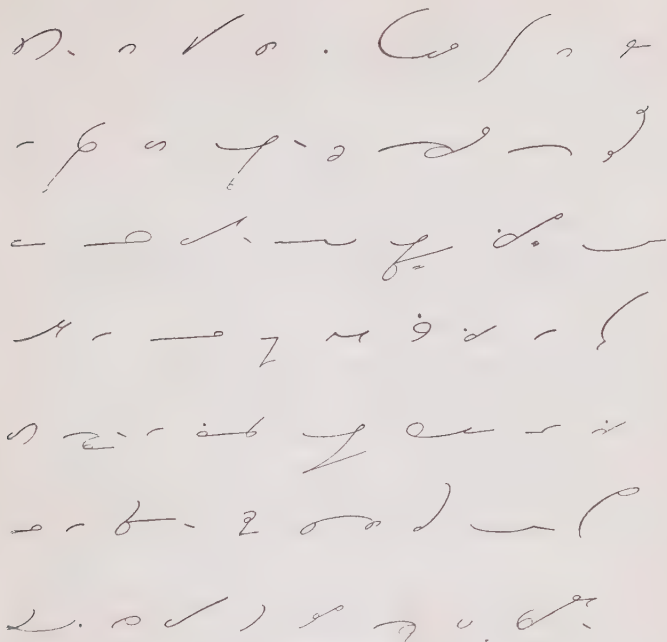
merchant

refer-ence

word

READING EXERCISE

age b n e l
 fire n e l e n e l
 h e e y b e e e l



WRITING EXERCISE

1. The poems of Robert Burns portray his love for mankind, as shown in-the line "A man's a man for all that."
2. We-can-not fill your first order until we-have heard from-your references.
3. In-the northern territory this organization sells only to certain firms, but in-the southern cities it does a large mail order business.
4. The firm in-question deals in hardware and sells all styles of churns, hammers and other tools to-the farmers in-this and bordering counties.

NINTH LESSON

WORD-SIGNS

60. The forms on this page should be transcribed without referring to the key. Afterwards the student should compare his transcript with the key, and make corrections.

REVIEW EXERCISE ON WORD-SIGNS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.























KEY TO REVIEW EXERCISE ON WORD-SIGNS









































61. The student should test his knowledge of the word-signs by writing the following words in shorthand, afterwards comparing the forms he has written with those given on the opposite page. In doing this it is a good plan to place a ring around any word incorrectly written, and afterwards write several lines of the correct form.







































1. a-an, about, above, after, agent, all, allow, am-more, and-end, any, are-our, ask, assist.
2. at-it, attention, be-but-by, become-book, been-bound, before-behalf, behind, belief-believe, between, beyond, body, business, call, can.
3. care, cause-because, certificate, change-which, check, company-keep, could, course, date-did, definite, desire, determine.
4. devote, differ-ent-ence, difficult-y, duty, else-list, endure, ever-y, exist-ence, fall-follow, far-favor, find, firm, first.
5. for, form-from, friend-ly, full-y, gave, gentlemen, give-n, glad, go-good, great, hand.
6. have, he, how-out, I, in-not, inclose, instant-instance, is-his, judge, kind, let-letter, light, like.
7. little, long, look, market-Mr., Messrs, most, move, much, must.
8. name, new, next, of, one, order, organize-organization, other, particular, please, point-appoint, public-publish, put.
9. question, real-regard, receive, refer-ence, reply, represent, right-write, says-system, season, shall-ship, should, side, society, some.
10. soon, speak-speech, state, such, sure-ly, teach, territory, than-then, that, the, their-there, them, they, thing-think, this, those.
11. time, told, to-morrow, trust, until, upon, use, usual-ly-wish, very, want, was, week, well-will, went.
12. were, what, when, where, while, why, wife, wire, word, work, world, would, yes, you-your.

LIST OF ADDITIONAL WORD-SIGNS

62. Many of these words are written in accordance with rules given at a later stage of the study, but are presented now so that the student may begin dictation on connected matter. As these words are of frequent occurrence, the forms should be diligently practiced, in order to gain facility in writing them.

accept-ance accord accordance acknowledge acquaint-ance advantage advertise again agree always arrange-ment avoid beauty better bill bring capital car, correct carry character charge clear-ly clerk collect consider-ation copy corporation correspond-ence cover credit 

custom		import- ^{ant} _{ance}	
deliver		improve-ment	
direct		industry	
dollar		influence	
draft		insur- ^e _{ance}	
duplicate		invoice	
during, Dr		jury	
educate		mortgage	
effect		never	
either		newspaper	
enough		object	
experience		oblige	
fault (see fall)		occasion	
future		occup- ^y _{ation}	
God		office	
gone		official	
got		opinion	
govern-ment		part	
house		princip- ^{al} _{le}	
immediate-ly		publication	

pupil		spirit	
quality		stand	
quantity		stock	
railroad		strange	
railway		strong, strength	
recent		suggest-ion	
record		thank	
regret		thorough-ly, three	
remark		throughout	
remit-tance		truth	
report		typewriter	
respect-ful-ly		value	
return		vowel	
satis- ^{fy} factory		wealth (see well)	
satisfaction		with	
send		without	
signific- ^{ant} ance		wonder	
sir		yesterday	
small		young	

NOTES: (a) The plural of word-signs ending in *S* is formed as follows:

causes

instances

respects

(b) To express the plural of word-signs ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *S*.

names

cares

carries

families

homilies

anomalies

(c) After a circle vowel, *ly* is written outside the preceding consonant, thus:

namely

dearly

likely

daily

nearly

merely

(d) *Ly* is added to words ending in the diphthong *i* by the double circle.

lightly

kindly

rightly

READING EXERCISE

light, kind, right, daily, nearly, merely, families, homilies, anomalies, causes, instances, respects

1) - 2 a 2 - - 1 - 1
 6 m a r 6 - 2 2 a
 19 m a . 2 2 a . 1 m .
 2 - 2 r 2 2 2 2 2 2

WRITING EXERCISE

1. The government will insure the goods against loss.
2. Your acceptance of our order is in accordance with the arrangement, a copy of which I gave to your clerk.
3. His long experience in writing advertising copy will be an advantage to the new official in his work with the insurance corporation.
4. Quality is more important than quantity. Your motto should be "Not how much, but how well."
5. The charge of the judge will oblige the jury to consider the character and occupation of the victim.
6. The agent reports that he could not send the book yesterday but that he will deliver it to-morrow without fail.
7. The typewriter is of great value in the business office. In truth it is difficult to do business without one.
8. He says that most of his pupils wish to take the full course and that he is planning the organization of a new class at the beginning of next month.
9. We suggest that the society arrange to take some action on this report and that such action be made a part of the record.
10. Please send a check with your next order or we cannot accord it immediate attention.
11. The report of this season's business is thoroughly satisfactory.
12. The object of this publication is to place before the public the truth about the recent report on the railway stock.

TENTH LESSON

COMPOUND WORDS

63. A number of compounds may be obtained by joining simple word-signs, as illustrated in the second lesson by the word "before." The following words are formed on the same principle:

any:



be:



ever-y:



here:



there:



where:



soever:



some:




with:



NOTE: Slight modifications or omissions are made in the forms for *anywhere*, *anyhow*, *hereinafter*, *herewith*, *however*, *sometime*, and *somewhere*. These should receive special attention. The form for *notwithstanding* is *not-with-s*.

MISCELLANEOUS COMPOUNDS

nobody		nevertheless		otherwise	
meanwhile		standpoint		thanksgiving	

KEY TO COMPOUND WORDS

- any:* anybody, anyone, anywhere, anyhow.
- be:* before, beforehand, behindhand, belong, beside.
- ever-y:* whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.
- here:* hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.
- there:* thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.
- where:* whereabouts, whereas, wherever, wherefore, wherein, whereof, whereon, elsewhere.
- soever:* whatsoever, wheresoever, whensoever, whosoever, whomsoever.
- some:* somebody, somehow, someone, sometime, somewhat, somewhere.
- with:* within, withstand, forthwith, notwithstanding.

DERIVATIVES, ETC.

64. After abbreviated words and words ending in a reversed circle, a short dash struck upward is used to express the past tense; the disjoined *r* expresses the terminations *er*, *or*, and the disjoined *ri* expresses *ary*, *ory*.

wanted		director		caller	
experienced		directory		customary	
dearer		nearer		murderer	

NOTE: When the forms are distinctive, *er*, *or*, *ary*, *ory*, may be joined, as in *greater*, *boundary*, *receiver*, *stronger*, *writer*, *reporter*.

65. When a word-sign ends with the *last consonant* of the word, the reversing principle may be used to express *er* after straight lines.










sooner	longer	firmer	teacher

66. The word-signs *after* (*af*) and *out* (*ow*) may be used as prefix forms.

aftertimes	afternoon	outstanding	outside

GENERAL EXERCISE

cared		collected		creditor	
avored		corrected		fuller	
returned		insured		giver	
believed		insurer		kinder	
caused		advertiser		recorder	
inclosed		clearer		speaker	

sender		thinker		afterglow	
shipper		worker		outgoing	
publisher		afterthought		outfit	

THE ABBREVIATING PRINCIPLE

67. Many long words may be abbreviated by dropping the terminations. It would be a waste of time and effort to write more of a word than is necessary to suggest it when transcribing. This principle is already familiar in longhand, as *Rev.* for *Reverend*, *ans.* for *answer*, *Jan.* for *January*, *Phila.* for *Philadelphia*, etc.

The extent to which the principle may be applied depends upon the familiarity of the writer with the words and subject matter. Every writer can apply it easily and naturally to familiar words, and adapt it to the special requirements of the line of work in which he may be engaged.

The words given in this lesson are among the most common and useful illustrations of the application of this principle. When these have been studied, it will be easy to apply the principle in general practice. Many of the words given in subsequent lessons are abbreviated in this way. It is important to bear in mind that all the words so abbreviated will usually occur in sentences. For instance in the sentence "He was received with great enthusiasm," it would be sufficient to write *enthus* for *enthusiasm*; and the same form might be used for *enthusiastic* in "He met with a most enthusiastic reception."

ILLUSTRATION OF ABBREVIATING PRINCIPLE

It is possible that the success of the magazine may

1 6 2 1 0 0

make it necessary to change the policy of the association

0 1 2 1 1 1 1 2

at the next meeting in Philadelphia sometime in January.

1 1 0 1 2 1 1

Have you a memorandum of their financial standing?

1 1 1 1 1 1

We cannot cancel the balance. The February number will

1 1 1 1 1 1

contain an original story by a very prominent writer.

1 1 1 1 1 1

Please answer this letter before September first. We

1 1 1 1 1 1

remember your co-operation at that time and we shall show

1 1 1 1 1 1

our appreciation when there is an opportunity to do so.

1 1 1 1 1 1

EXERCISE ON ABBREVIATING PRINCIPLE

The following words are to be written in shorthand, and afterwards compared with the forms given on the opposite page:

























1. aband(on), abbrev(iate), abs(ent), abso(lute), accus(tom), alph(abet), ambass(ador), anim(al), anon(ymous), ans(wer).
2. apol(ogize), apprec(iate), assoc(iation), attit(ude), attrib(ute), bal(ance), brill(iant), cal(culate), canc(el).
3. cap(able), Cath(olic), celeb(rate), chil(dren), collat(eral), conseq(uence), co-op(erate), deg(ree).
4. delib(erate), demons(trate), dict(ate), dilap(idate), dilig(ence), dis(count), eloq(uent), emin(ent).
5. Eng(land), enthus(iasm), entit(le), estab(lish), estim(ate), fam(iliar), finan(cial), freq(uent), gen(eral).
6. grat(itude), hund(red), inaug(urate), indic(ate), innoc(ence), invol(ve), irresis(tible), journ(al).
7. knowl(edge), lang(uage), leg(al), leng(th), lib(erty), loc(al), mag(azine).
8. mat(ter), melan(choly), memo(randum), mod(erate), neg(lect), negoti(ate), num(ber).
9. num(eros), obse(rve), obv(ious), oppor(tunity), ordin(ary), orig(inal), pamph(let), pecu(liar), pecun(iary), perman(ent).
10. perpend(icular), pleas(ant), pol(icy), pop(ular), pos(sible), pov(erty), predeces(sor), pref(er), prej(udice), prelim(inary).
11. prep(are), pres(ent), presi(de), priv(ilege), promin(ent), rath(er), relinq(uish), remem(ber).
12. remons(trate), rev(erend), ridic(ulous), scrup(ulous), separ(ate), sev(eral), simil(ar), simul(taneous), singu(lar).
13. splend(id), suc(cess), suf(ficient), synon(ymous), temp(erance), trav(el), unan(ymous), un(ion), vul(gar).

EXERCISE ON ABBREVIATING PRINCIPLE




















The following words are to be transcribed without referring to the key on the opposite page until the work has been completed.

1. C C l l o e y o y o o o o
2. C C 3 o o e e e e
3. p o e e e e e e
4. p p p p p p p p
5. o o o o o o o o
6. e e e e e e e e
7. e e e e e e e e
8. e e e e e e e e
9. o o o o o o o o
10. e e e e e e e e
11. e e e e e e e e
12. e e e e e e e e
13. e e e e e e e e

68. The Abbreviating Principle may be applied to a short word when a distinctive outline is secured. Usually this is done after a diphthong or strongly sounded vowel, as illustrated in the word-signs *right-write*, *find*, *light*, *side*. The following are useful examples:





















bright		client		trade	
delight		private		grade	
arrive		trial		freight	
derive		doubt		claim	
decide		loyal-ty		poor	
unite		power		cure	
strike		proud		night	
entire		thousand		to-night	

DAYS AND MONTHS





Sunday		January		August	
Monday		February		September	
Tuesday		March		October	
Wednesday		April		November	
Thursday		May		December	
Friday		June			
Saturday		July			

FIGURES, ETC.

69. After numerals the word *dollars* is expressed by *d*; *hundred* by *n* placed under the numeral; *thousand* by *th*; *million* by *m* placed on the line close to the numeral; *billion* by *b*; *pounds* (weight or money) by *p*; *gallons* by *g*; *barrels* by *br*; *bushels* by *bsh*; *feet* by *f*; *francs* by *fr*; *cwt* by *nw*; *o'clock* by *o* placed over the numeral:

\$5		£5,000	
500		£500,000	
\$500		five gallons	
5,000		five barrels	
\$5,000		five bushels	
500,000		five feet	
5,000,000		five cwt.	
\$5,000,000		five o'clock	
5 lbs. (or £5)		500 feet	
500 lbs. (or £500)		five francs	

70. These signs may be used after the article *a* and such words as *per*, *few*, *several*:

a dollar		few thousand dollars	
a thousand dollars		a pound	

a hundred thousand

per hundred

several hundred

a million

several hundred dollars

a gallon

71. *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures. *per cent per annum* by adding *n* to per cent.

\$8.50 five cents five per cent five per cent per annum

8⁵⁰5^s5^s5ⁿ

READING EXERCISE

1. A few more, but the
 one, to be a, the
 one, the one, the one
 the one, the one, the one
 the one, the one, the one
 the one, the one, the one
 the one, the one, the one

... *in the morning* ... 5
 ... 5, ...
 20 ... *in the morning* ...
 ... 4 ...
 ... 2 ...
 ... 6 ...

WRITING EXERCISE

1. Elsewhere in this issue you will find a notice which should be read by everyone who desires general knowledge about the legal rights of women in the different states in the union.
2. He advertised in the afternoon papers for an experienced collector and by 11 o'clock that night a hundred replies were received.
3. The eloquent speaker was greeted with enthusiastic applause which indicated that his views were popular.
4. If the quality of the merchandise is not as represented you may return the goods to us and we will give you credit for them, but we cannot possibly allow you any discount on the balance.
5. The creditor will not relinquish the claim which his first mortgage gives him, and therefore we cannot sell the entire stock at auction as the other creditors suggested.
6. We allow a discount of 5% on cash sales.
7. Some customers take advantage of this even when they find it necessary to borrow the money.

ELEVENTH LESSON

PHRASE-WRITING

72. The student should cultivate the practice of joining small words, for without it great proficiency can never be attained. All the common phrases consisting of two or three words should be written with the same facility as an ordinary word-form, but nothing is gained by straining after special forms for uncommon phrases, or where the outline requires more than five efforts of the pen. While experience must ever be the supreme teacher in phrase-writing, the following suggestions will be useful.

(a) At the outset short and common words only should be joined.

(b) The words should make good sense if standing alone, as *I am glad*.

(c) The outlines for the words should be capable of being easily joined.

(d) Phrases that carry the hand away from the line of writing should be avoided; in other words, the writer should aim at onward movement

(e) Pronouns are generally joined to the words they precede, as *I am, I shall, you can, we have*.

(f) A qualifying word may be joined to the word it qualifies, as *good men*.


































(g) The prepositions *to, of, in* and *with*, and the conjunction *and*

are generally joined to the words they precede, as *to have*, *of which*, *in case*, *with this*, and *there*.

(h) The auxiliary verbs *should*, *would*, *could* are generally joined to the words they precede, as *should be*, *would be*, *could be*.

In practicing the phrases given in this manual, the student should keep steadily in mind that they are given as *examples*, and that he is to form his own phrases on similar lines in general practice. He should study the phrases here given with a view of noting not only the nature of the joinings, but also the nature of the words that are joined.

GENERAL EXERCISE

it is		of our		i am	
of the		of all		I can	
to the		we are		I have	
to this		from the		you have	
in the		from you		I would	
on the		which the		I will	
of his		which is		you can	
of their		which can		you will	
of your		that the		of which	
is the		there is		it was	
in our		there are		in which	

by the		all right		in this	
by which		there were		in these	
to you		there will		in those	
for the		may be		in thus	
for this		will be		I inclose	
with the		would be		we inclose	
with this		at hand		in regard	

WORD MODIFICATIONS

Very useful and distinctive phrase-forms are obtained by modifying the forms for certain words.

73. Before words beginning with a downward character or O, R, L, *to* is expressed by *t*.

to be		to favor		to honor	
to have		to please		to receive	
to pay		to believe		to look	

74. When repeated in a phrase, the word *as* is expressed by *s*:

as well as		as great as		as many as	
as good as		as much as		as long as	

75. In phrases *been* is expressed by *b*:

have been

has been

it has been

I have been

had been

I have not been

76. After *be* or *been* the word *able* is expressed by *a*.

to be able

shall be able

have been able

has not been able

would be able

will be able

should be able

have not been able

77. The following method of expressing *had* after pronouns should be carefully noted:

I had

they had

we had

you had

78. When *do not* is preceded by a pronoun, it is expressed by the sign for *dn*.

I do not

we do not

you do not

I do not think

they do not

you do not know

79. *Don't* is distinguished from *do not* by writing *don*

I don't think

you don't know

I don't believe

80. The phrase *was not* may be easily and legibly expressed by writing *wasn't*, that is, by joining *s* to *nt* without an angle. For the same reason, *it is not* is written *it isn't* and *there is not* is written *there isn't*. If the contractions *wasn't*, *isn't* need to be clearly indicated, an apostrophe is placed over the forms.

it is not

it was not

he was not

it wasn't

81. The words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, are modified as shown in the following phrase-forms

weeks ago

to him

months ago

I told him

years ago

we told him

at an early date

I hope

at an early day

we hope

early reply

I am sorry

few days

we are sorry

few days ago

I want

few months

you want

few months ago

we want

few minutes



if you want

few minutes ago



do you want

OMISSION OF WORDS

82. The phrase *of the* may be omitted and its omission implied by writing the words it connects close together

Your letter of the 4th inst.  time of the day 

end of the week  state of the market 

credit of the firm  list of the people 



83. The words *from* and *to* are omitted in such phrases as *from time to time*.

from time to time  from month to month 

from day to day  from year to year 

from week to week  from season to season 



84. The word *after* is omitted in such phrases as *day after day*, but the words are not joined.



time after time  week after week 

day after day  month after month 









hour after hour  year after year 

85. The word *by* is omitted in such phrases as *day by day*, the last word being written a little below the first word.







day by day  line by line 

week by week  little by little 















86. The word *to* is omitted after the words *able, according, glad, like, order, please, reference, regard, regret, relative, respect, wish.*









































able to say		in reference to the matter	
in respect to the		glad to see	
in regard to the matter		I regret to say	
in reference to the		wish to say	

87. Any unimportant word may be omitted where the grammatical construction of the sentence would compel its restoration when transcribing.

in the world		some of them	
here and there		week or two	
more and more		son-in-law	

















GENERAL EXERCISE

to see		as near as	
to ship		as low as	
to which		as soon as	
to reach		you have been	
to like		there has been	
to represent		what has been	
to sell		had been able	

will not be able		day or two	
have you not been able		in a day or two	
<i>I had</i> been		in reply to your	
they had been		ought to receive	
<i>I do not</i> see		out of the question	
<i>I do not</i> know		in a week or two	
we do not know		to-day or to-morrow	
<i>I do not</i> like		some of those	
<i>I don't</i> see		by the way	
there <i>was not</i>		hand in hand	
days <i>ago</i>		that is to say	
ten days ago		system of government	
for a <i>few</i> days		form of government	
<i>I hope</i> to hear		one of our	
<i>I am sorry</i> to say		one or two	
if you <i>want</i> any		one of the best	
particulars <i>of the</i> work		ought to be	
cheer <i>after</i> cheer		ought to have	
side <i>by</i> side		more or less	
on the question		one of the most	

SPECIAL BUSINESS PHRASES

(See Also Page 37)

Dear Sirs		Very respectfully	
Dear Mr.		Cordially yours	
My dear Sir		Very cordially yours	
Yours sincerely		I am in receipt	
Yours very sincerely		We are in receipt	
Very sincerely		I am in receipt of your favor	
Very sincerely yours		We are in receipt of your favor	
Sincerely yours		I am in receipt of your letter	

READING EXERCISE

U: d - i - n C. 2
 3 - e - o - r - i
 1 h - n - t - o - r
 C - o - o - z - e - n
 h - n - i - b - o - r

as 1 250/- 24 5 7 8 - 1
 20 21 7 10
 5 10 10 10 10 10 10 10
 26 7 10 10 10 10 10 10
 10 10 10 10 10 10 10 10

WRITING EXERCISE

1

Dear Madam:

We learn from your letter of May 10 that you are returning the books which we sent you a few months ago. You will be credited with these books when they reach us and the charge for them will be canceled. We are glad to know that you appreciate our courtesy in accepting their return. When you need anything more in our line, you will find us ever ready to serve you.

Very sincerely yours, (77)

2

Dear Sir:

We have your recent letter asking us to take advertising space in your newspaper. Our advertising plans for the next few months will not allow us to take any more newspaper space at this time. If you will bring this matter to our attention again in about three months, we may be able to arrange for a full page in the holiday issue to which you refer.

Very cordially yours, (72)

TWELFTH LESSON

OMISSION OF VOWELS

88. When two vowels not forming a pure diphthong come together, the minor or unaccented vowel may be omitted, and for convenience in writing many words the circle may be omitted in the diphthong *u*.

deity



ratio



royal



radius



due



tune



music



continue



89. In the body of a word short *u* and *ow* are omitted before *n*, *m*, *ng*, *nk*, *nt*, *nd*.

run



come



sun



round



found



rung



sunk



pungent



NOTES: (a) The short *u* is not omitted when it occurs between two horizontal straight strokes, as in *nun*, *numb*.

(b) The omission of *ow* between two horizontal straight strokes is indicated by the "jog" or broken line, as in *renown*, *announce*.

90. The vowel is omitted in the prefixes *be*, *de*, *re*, *dis*, *mis*.

beneath

depend

revise

distance

misgivings

begun

debar

disease

NOTES. (a) The vowel is retained when *de* precedes K, G, as in *decay*, *degrade*.
 (b) The vowel is retained when *re* precedes the forward characters, K, G, R, L, N, M, T, D, as in *recast*, *regain*, *rewrite*, *relate*, *renown*, *remiss*, *retail*, *redound*.

91. The vowel is omitted in *per*, *pur*, *pro*, and in the termination *age*.

permit

pursuit

profound

profess

manage

message

cartage

bondage

NOTE: When *pro* occurs before an upward character or *K* — as in *protest*, *procrastinate* — it is more convenient to insert the vowel; when *per* occurs before an upward character — as in *perturb*, *pertain*, *perdition* — the reversing principle expresses R.

92. The vowels *ü*, *ö* are omitted after R or L when followed by Sh, Ch, J.









rush

flush

solution

drudge









93. The vowel is omitted in the terminations *tition*, *ration*, *ditation*, *dation*, *nition*, *nation*, *mission*, *nation*.

repetition	addition	ignition	omission
			
station	gradation	stagnation	formation
			





GENERAL PRINCIPLES

94. While the omission of vowels in general is left to a very large extent to the judgment of the writer, the following suggestions will be of assistance:

(a) A vowel is often omitted between two reverse curves.

maker	struck	skill	scarce
			
attract	eager	secure	gulf
			

(b) A hook vowel is often omitted between T, D, R, L, and P, B.

stop	drop	Dublin	adoption
			

(c) A circle vowel is often omitted between P, B, and a horizontal or upward character.

pity



rapid



open



bad



OMISSION OF CONSONANTS

95. D is omitted when it immediately precedes M or V.

admit



administer



adverb



advocate



NOTE: In the words *admire*, *advise*, *advance*, coming under this rule, the initial vowel may be omitted. This enables the writer to form such useful phrases as *I admire, we admire, to advise, I advise, we advise, to advance, in advance*.

96. When slightly enunciated, T or D is omitted at the end of a word.

fact



best



detect



mind



defect



insist



resist



desist



97. The combination *ld* is expressed by raising the end of L.

old




field



killed



Arnold



building



bewilder




























































golden














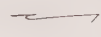
















































Reynolds



GENERAL EXERCISE

arduous		astound		deserve	
genius		redound		debase	
genuine		moun- tainous		debate	
astute		surmount		decision	
musician		renounce		discharge	
virtue		announce		disarm	
theory		legion		discern	
museum		rejoice		distort	
harmo- nious		review		discard	
ceremo- nious		repent		misprint	
fun		respond		misquote	
lunch		replace		misguide	
column		reside		perhaps	
front		resort		permission	
brown		resource		promotion	
drown		begudge		prolong	
sound		bequeath		propel	
surround		betray		provide	
foundry		beseech		proper	

sausage		tradition		pithy	
dotage		foundation		apathy	
passage		ammunition		carpet	
damage		fascination		homeop- athy	
baggage		nomination		happen	
package		assassina- tion		facile	
average		determina- tion		normal	
crush		domination		formal	
blush		animation		vernal	
resolution		estimation		mental	
dissolution		occur		dental	
visitation		currency		mortal	
citation		sugar		actual	
dictation		career		mutual	
agitation		massacre		habitual	
ostentation		equal		perpetual	
hesitation		accuracy		amateur	
recitation		carbon		torture	
imitation		augur		picture	
edition		epithet		creature	

feature		extenuation		evident	
venture		attest		exact	
event		attestation		contact	
eventual		detest		consist	
adventure		detestation		persist	
failure		past		demand	
error		hardest		bold	
serious		deduct		child	
previous		resident		Leopold	
tuition		president		folder	

98. The following words coming under the rules given in this lesson are also useful illustrations of the Abbreviating Principle.

benefit		disturb		probable	
discuss		manufacture		progress	
distinct		misfortune		punctual	
distinguish		mistake		purchase	
disagree- ment		perfect		purpose	
disappoint- ment		person-al		respons ^e -ible	

NOTE: In *disagree*, *disappoint* and their derivatives, it is found convenient to write *d* for *dis*.

READING EXERCISE

I am writing to you
 about the new book
 which you have sent
 me. It is very
 interesting and
 I have read it
 with great pleasure.
 I hope you are
 well and happy.
 I am, dear friend,
 ever your sincere
 friend,

WRITING EXERCISE

1. The theory was advanced that a solution of the bewildering mystery could be found only by following up every clue.

2. A special meeting was announced for the purpose of discussing the formation of a society for the benefit of the metal workers in the foundry.

3. Much damage was done to the baggage through rough handling and one package was entirely crushed.

4. Silence about the details of your office work is a virtue. The repetition of an innocent remark has often caused the failure of an important business deal.

5. The manager soon found there were profound misgivings about the outcome of the expedition.

THIRTEENTH LESSON

JOINED PREFIXES

99. Most of the joined prefixes are already familiar to the student. They are repeated at this time for the purpose of furnishing sufficient practice to eliminate hesitation in using them in actual work.

100. **Al**, expressed by *aw*; and **Ul**, by *u*.

almost also ultimo (ult.) ulcer

101. **Com**, **Con**, **Coun**, **Cog**, expressed by *k*.

competition confess counsel cognomen

NOTES: (a) Before *t* or *d* the prefix form may express *can*.

cantaloupe

candidate

candor

candle

(b) When **Com** or **Con** is followed by a vowel or by *r* or *l*, write *km* for *com* and *kn* for *con*

comedy

comrade

conic

Conroy

102. **Em, Im**, expressed by *m*; and **En, In, Un**, by *n*.

embers

imprint

enjoin

unjust

103. (a) The prefix forms for *em*, *im*, *en*, *in*, *un* are used only when a consonant follows the prefix. When a vowel follows *em*, *im*, *en*, *in*, *un*, the initial vowel is written.

emit

innate

inner

inept

enact

unequal

imagine

inaccessible

(b) Negative words beginning with *im*, *un* are distinguished from the positive forms by the insertion of the initial vowel.

Positive

mortal

modest

known

necessary

Negative

immortal

immodest

unknown

unnecessary

104. **Ex**, expressed by *es*; **Aux** and **Ox**, by *os*.

exceed

expel

auxiliary

oxygen

105. For, Fore, Fur, expressed by *f*.

forgive

foresight

furnish

forearm

NOTE: When For or Fore is followed by a vowel, disjoin *f* and write the next character close to it, as in *forearm*. When For or Fore is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*, page 92.

106. Sub, expressed by *s*.

subdue

subpoena

submit

substance

NOTES: (a) Before R, L, Ch, J, or a hook, *s* is written contrary to rule to express *sub*

sublime

subjoin

subway

subordinate

(b) When Sub is followed by a circle vowel, *s* is disjoined and the next character is written close to it

subeditor

subagent

subhead

subequal

GENERAL EXERCISE

almanac

ulster

although

compel

ulterior









































common

ultimate

comprehend

ultimatum

combine

commence		convene	
commission		consul	
commotion		conscious	
commutation		cognate	
comity		embrace	
comatose		emperor	
conceit		impartial	
contest		imperfect	
concur		impossible	
concussion		impulse	
conditionally		impoverish	
confirm		impression	
consign		engine	
confound		encourage	
consolation		ensign	
consolidation		enchant	
consternation		infirm	
conduce		invent	
consummate		invest	
convince		investigate	

unkind

uncouth

unlearned

emerge

emotion

inhabit

immersion

inaction

uneasy

unnoticed

expert

excess

exaggerate

excite

excursion

exhaust

explosion

exhibit

oxalic

oxidize

fortune

forsake

foreground

forerunner

furlong

forenoon

furnace

further

furthermore

furthestmost

furtive

furniture

forehead

foreordain

subside

subsequent

sublease































suburb

subsist

subacid

COMPOUND JOINED PREFIXES

107. Two or more simple prefixes may be joined to form compounds. A few compounds may be formed by joining *re*, *dis*, *mis*, or *non* to the prefix forms:

incontestable		inexpedient*	
unconquerable		inexplicable*	
unaccounted*		excommunicate	
incognito		inconvenient	
incandescent		inconsistent	
unimpaired*		disconcert	
uninitiated*		discontinue	
inexpensive*		preconcerted	
insubordinate		misconduct	
inform		recompense	
conform		reconcile	
comfort		recognize	
unfortunate		recommend	
unforeseen		noncontent	
encompass		subconscious	

*The initial vowel is not required because the word begins with a compound prefix.

PREFIXAL ABBREVIATIONS

108. The following are useful abbreviations under rules given in this and in previous lessons:

accomplish		economy	
afford		effort	
already		enable*	
altogether		unable*	
command		energy	
commerce		excel ^{lence}	
commercial		except	
committee		exchange	
communicat ^e _{ion}		exercise	
compare		expect	
complete		explain	
conclude		express	
conclusion		force	
confiden ^t _{ce}		indeed	
Congress		independen ^t _{ce}	
connect		individual	
country		subject	

*See suffix *able*, page 109.

READING EXERCISE

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

WRITING EXERCISE

1. "The world will little note nor long remember what we say here, but it can never forget what they did here."

2. It needs no prophet to tell us that those who live up to their means without any thought of a reverse in life can never attain pecuniary independence.

3. To the cost of manufacturing and shipping add the profit of the manufacturer and that of the shipper—these items make up the price paid by the ultimate purchaser.

FOURTEENTH LESSON

THE TR PRINCIPLE

109. Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line and very close to the remainder of the word, which rests on the line of writing.

| | | | | | |
|-------------------------------------------|--|--------------|--|--------------|--|
| Contr-
(or <i>counter</i>) | | contract | | counteract | |
| Constr- | | construct | | constraint | |
| Extr-
Excl-
(or <i>exter</i>) | | extract | | exclamation | |
| Intr-
(or <i>inter, enter, intel</i>) | | intricate | | intellect | |
| Instr- | | instruct | | instrument | |
| Retr- | | retract | | retrograde | |
| Restr- | | restrict | | restraint | |
| Detr- | | detract | | detriment | |
| Distr- | | distract | | distribute | |
| Electr-
(or <i>electric</i>) | | electric | | electric car | |
| Alter | | altercate | | alternative | |
| Ultra | | ultra-violet | | ultramarine | |

| | | | | | |
|--------------------|--|-----------|--|------------|--|
| Centr- | | central | | centralize | |
| Later | | lateral | | latter-day | |
| Letter, Liter | | literary | | literal | |
| Matr- | | matri- | | material | |
| (or <i>mater</i>) | | mony | | | |
| Metr- | | metric | | metropolis | |
| Nitr- | | nitrate | | nitrogen | |
| Nutr- | | neutral | | nutrition | |
| Patr- | | patriot | | paternal | |
| (or <i>pater</i>) | | | | | |
| Petr- | | petrol | | petrify | |
| (or <i>peter</i>) | | | | | |
| Austr-, ostr- | | Australia | | ostracism | |

NOTE: This principle may be extended to *abstr-*, etc., *obstr-*, the *s* being omitted:

abstract
 abstruse
 obstruct
 obstreperous

GENERAL EXERCISE

| | | | |
|-------------|--|--------------|--|
| contraction | | contravene | |
| control | | contrivance | |
| contribute | | counterfeit | |
| contradict | | countermand | |
| contraband | | construction | |
| contrary | | extravagant | |
| contrast | | extremely | |

extradition

extraneous

extraordinary

external

exclude

exclusive

internal

interest

introduce

intervene

intelligent

intelligence

entertain

enterprise

international

interpret

intersect

interrupt

interview

instruction

retrieve

retrospect

retraction

retribution

restrain

restriction

deterioration

distraction

distress

distrust

electricity

electrician

electrotype

electric light

alteration











alternation

centrifugal

literature























liturgy

letterpress

| | | | |
|--------------|-----------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------|
| maternal |  | pattern |  |
| metropolitan |  | patron |  |
| nitric |  | petroleum |  |
| nutriment |  | Austria |  |
| patrician |  | ostrich |  |

COMPOUND DISJOINED PREFIXES

110. Some very useful compounds are obtained by joining simple syllables, such as *un*, *in*, *dis*, *re*, *non*, to disjoined prefixes.

| | | | |
|------------------|-------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|
| uncontradicted |  | unconstrained |  |
| uncontrolled |  | inextricable |  |
| incontrovertible |  | uninteresting |  |
| unrestrained |  | reconstruction |  |
| redistribution |  | misinterpret |  |
| disinterested |  | illiterate |  |
| uninterrupted |  | eccentric |  |
| unintelligent |  | concentration |  |
| unintellectual |  | nonintervention |  |
| indestructible |  | unalterable |  |
| immaterial |  | compatriot |  |

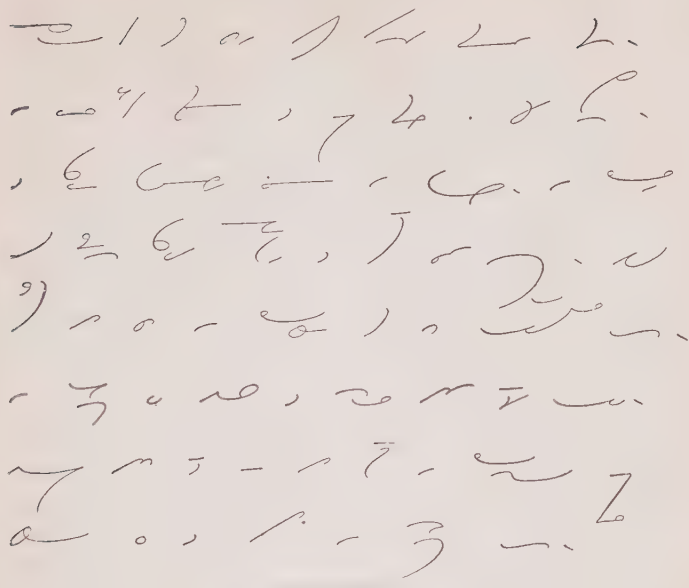
DERIVATIVES OF WORDS ENDING IN CT

111. In forming the derivatives of words ending in *ct*, as *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rule given in Par. 96), and also its derivatives

| | | | |
|--------------|--|-------------|--|
| contracted | | restrictive | |
| contractor | | unretracted | |
| contractive | | detracted | |
| constructed | | active | |
| constructor | | effected | |
| constructive | | effective | |
| instructed | | affected | |
| instructor | | defective | |
| instructive | | detected | |
| extracted | | detective | |

READING EXERCISE

Handwritten shorthand exercises for reading, showing various combinations of strokes and symbols used in Gregg shorthand.



WRITING EXERCISE

1. The enterprise is international in its appeal and should be of extraordinary interest to the intelligent people of every land.
2. At the close of the interview the president countersigned the order for new electric motors to equip all the high power machines.
3. We do not interpret the contract as permitting our customers to countermand their orders.
4. The international society will not intervene to restrict the working of the new extradition laws.
5. The trust will contribute a fund for the distribution of literature on the interpretation and construction of the laws regarding restraint of trade.

FIFTEENTH LESSON

DISJOINED PREFIXES—CONTINUED

112. Aggra-e-i, expressed by loop *a*; and Anta-e-i, by circle *a*.

aggravate

aggregate

antagonist

antipathy



113. Incl-i-u, expressed by *ŷ* (small circle).

incline

inclemency

include

inclusive



114. Decla-i, expressed by *da*; and Recla-i, by *ra*.

declare

decline

reclaim

recline



Note: On account of the distinctive character of the form, Decla-i may be expressed without disjoining; thus

declare

decline

declaration

declaim



115. Hydra-o, expressed by *ŷ* (diphthong).

hydrant

hydraulic

hydropathy

hydrophobia



116. Magna-e-i (or **Mc**), expressed by *m*; and **Multi**, by *mu*.

magnanimous

magnificent

McDonagh

multiform



NOTE: When a distinction is required between **Mc** and **Mac**, write the **u** of **Mac** double length for **Mac**.

117. Over, expressed by *o*; and **Under**, by *u*.

overdue

overthrow

understand

underneath



118. Para, expressed by *p*; and **Post**, by *p* (on the line, close to the next character).

parasite

parallel

postman

postal



119. Self, Circu-m, expressed by *s* (to the left).

selfish

self-esteem

circulation

circumvent



120. Super, Supre, expressed by *s* ("comma S").

superlative

supreme

superficial

supervise



121. Short or Ship, expressed by *sh*; and **Trans**, by *t*.

shorthand

shipwreck

transaction

translation



122. Suspi, Suspe, Suscep, expressed by *ses*.

suspicion

ʃ

suspense

ʃ

susceptible

ʃ

suspect

ʃ

GENERAL EXERCISE

aggrieve

g

hydrogen

g

aggregation

g

hydrocarbon

g

agriculture

g

magnet

g

aggression

g

magnesia

g

aggressive

g

magnify

g

antidote

g

McKenzie

g

anticipate

g

MacIntosh

g

antecedent

g

McDougall

g

antediluvian

g

multitude

g

antithesis

g

multiply

g

declamation

g

overtake

g

declined

g

overbalance

g

reclined

g

overcharge

g

inclined

g

overlook

g

inclination

g

overcome









































g

inclusion















g

overestimate







g

| | | | |
|------------------|-------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------|
| underscore |  | circumstance |  |
| undertake |  | superabundant |  |
| underwrite |  | supercilious |  |
| undercurrent |  | superfine |  |
| paramount |  | supremacy |  |
| paraphrase |  | superfluous |  |
| paragraph |  | superior |  |
| paradise |  | superintend |  |
| paragon |  | suppress |  |
| parapet |  | superb |  |
| postage |  | shortcomings |  |
| postpone |  | shipshape |  |
| post-office |  | suspension |  |
| postal card |  | suspend |  |
| self-evident |  | transfer |  |
| self-conscious |  | transition |  |
| self-sufficient |  | transitory |  |
| self-improvement |  | transformation |  |
| circular |  | transcend |  |
| circumference |  | transport |  |




COMPOUND DISJOINED PREFIXES

| | | | |
|----------------|-----------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------|
| untransacted |  | untransferable |  |
| untransparent |  | self-control |  |
| untranslatable |  | self-contradiction |  |
| disinclination |  | unsuspected |  |
| self-interest |  | unsuspicious |  |
| unselfish |  | unsusceptible |  |
| unparalleled |  | electromagnet |  |

123. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This is extended to *understand* and *understood* when preceded by a pronoun a wordsign or a short phrase form.

| | | | |
|---------------|-----------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------|
| misunderstand |  | I do not understand |  |
| misunderstood |  | I cannot understand |  |
| we understood |  | thoroughly understood |  |

124. The words *extra*, *enter*, *over*, *under*, *short*, *alter*, *center*, *counter*, *construe*, *agree*, *deter*, are expressed by the prefixal forms placed over the next word.

| | | | |
|----------------|-------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------|
| extra discount |  | center rail |  |
| enter into |  | counter claim |  |

over the

10

alter this

11

under any

12

construe the

13

short time

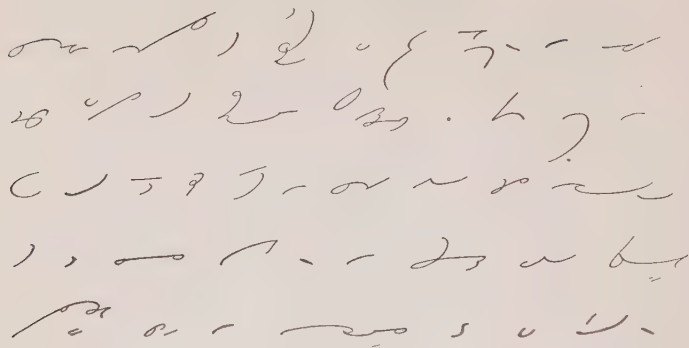
14

Senator Cummings

15

READING EXERCISE

The government of the
 United States is a
 democracy. It is a
 government of the people,
 by the people, and for the
 people. The people are
 the source of all power
 and authority. The
 government is responsible
 to the people. The
 people have the right to
 elect their representatives
 to the government. The
 government is the servant
 of the people.



WRITING EXERCISE

1. Self-knowledge, self-reverence, self-control, these three alone lead men to supreme power.

2. It was our understanding that Doctor MacChesney was to translate that discussion on the transplanting of magnolia trees for the next issue of the Agricultural Review.

3. The extra discount allowed on the bill for goods purchased at the regular counter was not according to the new contract in which we agree to make a special price only on sales amounting to more than \$200.

4. The circulation of the magazine is over fifty thousand without taking into account the extra copies sent out as exchanges.

5. It was self-evident that coal would be recognized as a contraband of war.

6. There was a general suspicion that his antagonist was a man of great intelligence and magnetism.

7. This system of shorthand is the very antithesis of the antiquated methods, and it is easy to demonstrate that it is vastly superior to any of them because there is a superabundance of evidence in its favor.

SIXTEENTH LESSON

JOINED SUFFIXES

125. Abie, Ible, Ble, expressed by *b*; and Ple, by *p*

notable



audible



noble



ample



126. Criebe, expressed by *kr*; and Cription, by *kr-shun*

describe



description



prescribe



prescription



127. Flect, Flict, expressed by *fl*; and Flection, Fliction, by *fl-shun*.

afflict



affliction



reflect



reflection



128. Ful, expressed by *f*; Less, by *l*; Ment, by *m*, and Ness, by *n*.

thoughtful



artless



amusement



lateness

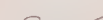


NOTES: (a) When *ment* is preceded by a *vowel*, it is generally advisable to write the word in full.

cement



raiment



lament



foment



(b) Where the root word is abbreviated to one character, *ness* is written in full, as in the word *goodness*, which is written *g-n-e-s*. If the primitive word, although a word-sign, is more fully suggested, the suffix form is used.

| | | | |
|----------|------------|----------|------------|
| fullness | littleness | gladness | friendless |
| | | | |

(c) An angle is formed in joining *ness* where the absence of an angle would give the form of a different word.

| | | | |
|----------|---------|---------|---------|
| hardness | sadness | madness | lowness |
| | | | |
| harden | sadden | madden | loan |
| | | | |

129. Pose, expressed by *po*; Position, by *po-shun*; Pute, by *pu*; and Putation, by *pu-shun*.

| | | | |
|--------|------------|--------|------------|
| impose | imposition | impute | imputation |
| | | | |





130. Pire, expressed by *pī*; and Quire, by *kī*.

| | | | |
|---------|---------|----------|---------|
| aspire | inspire | conspire | respire |
| | | | |
| acquire | inquire | require | esquire |
| | | | |





131. Quest, expressed by *kes*; and Quisite, by *kest*.

| | | | |
|---------|----------|-----------|-----------|
| request | conquest | requisite | exquisite |
| | | | |





132. Self, expressed by *s*; and Selves, by *ses*.

| | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| himself | yourself | themselves | ourselves |
|  |  |  |  |





133. Sult, expressed by *su*; and Sume, by *sm*.

| | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| result | insult | assume | resume |
|  |  |  |  |





134. Sure, expressed by *shu*; and Jure, by *ju*.

| | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| assure | measure | injure | perjure |
|  |  |  |  |









135. Tion, Sion (shun); Tient, Cient, by *shun-t*; and Ciency, by *shun-si*.









































| | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| passion | patient | ancient | efficiency |
|  |  |  |  |



















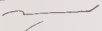





















136. Worth, expressed by *uth*; and Worthy, by *thi*.

| | | | |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Harmsworth | Ainsworth | praiseworthy | trustworthy |
|  |  |  |  |

GENERAL EXERCISE

| | | | |
|-----------|-------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------|
| suitable |  | eatable |  |
| peaceable |  | irritable |  |
| horrible |  | payable |  |
| salable |  | humble |  |











| | | | |
|--------------|-------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------|
| nimble |  | simple |  |
| readable |  | transcribe |  |
| seasonable |  | transcription |  |
| admissible |  | inscribe |  |
| admirable |  | inscription |  |
| laudable |  | conflict |  |
| assignable |  | confliction |  |
| attainable |  | inflict |  |
| terri |  | infliction |  |
| pliable |  | handful |  |
| interminable |  | bashful |  |
| tangible |  | useful |  |
| formidable |  | watchful |  |
| incomparable |  | wonderful |  |
| endurable |  | successful |  |
| traceable |  | aimless |  |
| credible |  | fearless |  |
| trouble |  | homeless |  |
| sample |  | breathless |  |
| example |  | thoughtless |  |

| | | | |
|-------------|-------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------|
| wireless |  | propose |  |
| moment |  | proposition |  |
| defacement |  | proposal |  |
| ornament |  | depose |  |
| augment |  | deposition |  |
| achievement |  | dispose |  |
| appointment |  | disposition |  |
| experiment |  | disposal |  |
| investment |  | decompose |  |
| comment |  | repute |  |
| bareness |  | reputation |  |
| rudeness |  | compute |  |
| fairness |  | computation |  |
| slowness |  | depute |  |
| expose |  | deputation |  |
| exposition |  | dispute |  |
| suppose |  | disputation |  |
| supposition |  | transpire |  |
| oppose |  | expire |  |
| opposition |  | myself |  |

| | | | |
|------------|----|-------------|---|
| yourselves | 7 | conjure | 7 |
| consult | 2 | efficient | 2 |
| desultory | ho | deficient | 2 |
| consume | 2 | deficiency | 3 |
| leisure | h | proficient | 2 |
| treasure | h | proficiency | 2 |
| censure | 2 | Ellsworth | h |
| pressure | 69 | blameworthy | 6 |
| adjure | h | noteworthy | 2 |

COMPOUND JOINED SUFFIXES

| | | | |
|-----------------|---|----------------|---|
| feebleness | l | fearlessness | 2 |
| hopefulness | l | breathlessness | 6 |
| thoughtfulness | 2 | hopelessness | 2 |
| playfulness | l | fearlessly | 2 |
| carefulness | 2 | hopelessly | 2 |
| hopefully | l | impatiently | 2 |
| thoughtfully | 2 | actionable | 2 |
| playfully | l | fashionable | 2 |
| heedlessness | h | missionary | 2 |
| thoughtlessness | h | consultation | 3 |

| | | | |
|---------------|-----------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------|
| indescribable |  | momentary |  |
| measurable |  | supplementary |  |
| immeasurable |  | elementary |  |
| requirement |  | complimentary |  |
| acquirement |  | trustworthiness |  |

READING EXERCISE

o z 2 — o e / b u
 — m d 9 / 3 d o b 7
 V a b o y u a a u e
 u . — a e e b t e . . b
 e u i b t a u e u y i
 y a t y n e u i u 2
 b a . — m — e o o y
 9 u u u . d e i u e
 V o 2 e u / y — o e

a 1. 8 0 4 0 1 2 3
 e e n o y u r
 u e 1 3 4 5 6
 o 4 u r o s e
 o a 7 8 9
 e e e e e e e
 e 6 7 8 9 e e e

WRITING EXERCISE

1. His reading was desultory and therefore without result.
2. The achievement is so remarkable that it is almost incredible, but the truth of the report is vouched for by several reliable people.
3. After careful investigation they came to a decision that the additional loans would be too large an investment for the company to undertake with the capital at its disposal at that time.
4. The shorthand notes are legible, but the transcription is not acceptable because of the lack of neatness in the work.
5. The missionary underwent indescribable torture with a fearlessness which evoked the admiration of the savages.
6. The contribution is praiseworthy for its direct treatment of the subject, but it is not suitable for use in our publication and we are therefore returning it to you.

SEVENTEENTH LESSON

DISJOINED SUFFIXES

137. **Ingly**, expressed by *ly*, placed in the *ing* position;
Ington, expressed by *ton*, placed in the *ing* position;
Ingham, expressed by *m*, placed in the *ing* position.

knowingly



Washington



Kensington



Dillingham



138. **Bility**, expressed by *b*; **Ification**, by *f*; **Gram**,
Grim, by *g*; **Mental**, **Mentality**, by *m*; **Ship**, by *sh*.

ability



feasibility



specification



monogram



experimental



fundamental



partnership



ownership



NOTES: (a) After *t* and *d*, *ification* may be joined, as the absence of the blend clearly shows that *f* is a suffix sign.

modification



notification



edification



ratification



(b) In many words *ship* may be joined.

friendship



workmanship



hardship



authorship



139. Hood or Ward, expressed by *d*.

childhood



likelihood



homeward



downward

NOTE: In many words *ward* may be joined.

forward



afterwards



towards



backward

**140. Acle, Ical, Icle, expressed by *k*.**

tentacle



medical



classical



chronicle

**141. Itis, expressed by *ts*.**

appendicitis



meningitis



peritonitis



tonsillitis

**142. Ulate, expressed by *u*. In forming derivatives, the other letters are added.**

modulate



modulated



insulate



insulator



insulation



formulate



emulate



emulative

NOTE: In most words *ulate* and its derivatives may be joined with perfect safety.

speculated



speculation



speculator









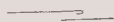



















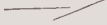













speculative



























#








GENERAL EXERCISE










| | | | |
|--------------|--|-----------------|--|
| willingly | | nobility | |
| appallingly | | sensibility | |
| strikingly | | advisability | |
| meaningly | | legibility | |
| soothingly | | desirability | |
| warningly | | affability | |
| pleadingly | | qualification | |
| cheerfully | | gratification | |
| longingly | | signification | |
| exceedingly | | classification | |
| grudgingly | | mortification | |
| Millington | | indemnification | |
| Farmington | | identification | |
| Warrington | | certification | |
| Wellington | | lettergram | |
| Harrington | | phraseogram | |
| Rockingham | | epigram | |
| Cunningham | | cablegram | |
| plausibility | | pilgrim | |










| | | | |
|----------------|-------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------|
| anagram |  | livelihood |  |
| sentimental |  | knighthood |  |
| ornamental |  | statehood |  |
| monumental |  | onward |  |
| clerkship |  | upward |  |
| apprenticeship |  | northward |  |
| airship |  | southward |  |
| township |  | eastward |  |
| steamship |  | westward |  |
| kinship |  | awkward |  |
| warship |  | reward |  |
| worship |  | article |  |
| womanhood |  | clerical |  |
| manhood |  | physical |  |
| girlhood |  | psychical |  |
| boyhood |  | musical |  |
| hardihood |  | icicle |  |
| motherhood |  | radical |  |
| brotherhood |  | technical |  |
| neighborhood |  | cuticle |  |










| | | | |
|-------------|-----------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------|
| ethical |  | manipulation |  |
| magical |  | populated |  |
| nautical |  | articulate |  |
| bicycle |  | articulation |  |
| periodical |  | inarticulate |  |
| gastritis |  | formulated |  |
| stimulate |  | adulation |  |
| stimulated |  | expostulate |  |
| stipulate |  | regulate |  |
| stipulation |  | matriculate |  |
| cumulative |  | perambulate |  |
| manipulate |  | speculate |  |










READING EXERCISE

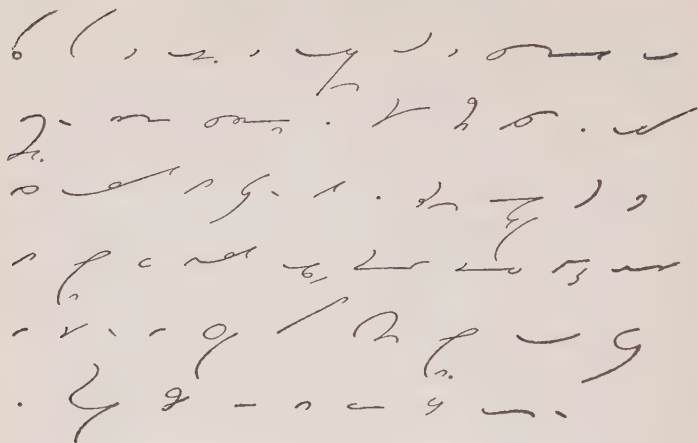










WRITING EXERCISE

1. The classification and identification of the candidates proved to be an exceedingly difficult task.
2. If you have the essential educational qualifications, we can easily arrange for the certification.
3. The technical nature of the matter makes the work of the medical reporter very difficult.
4. An article on psychical research appeared in a recent issue of the periodical.
5. Every girl, when she reaches womanhood, should be prepared to earn her own livelihood even though there is no likelihood of her being called upon to do so.
6. You may matriculate in the college when you receive a notification of your eligibility.
7. The articles of co-partnership were drawn up according to the specifications.
8. The law stipulated that the statement of ownership should be published every six months.

EIGHTEENTH LESSON

DISJOINED SUFFIXES—CONTINUED

143. -Rity, -Lity, -City, -Vity, -Nity, -Mity, with or without a preceding vowel, expressed by *r*, *l*, *s*, *v*, *nt*, *mt*, respectively.

Arity, Etc.

popularity



prosperity



majority



Ality, Etc.

brutality



utility



frivolity



Acity, Etc.

tenacity



felicity



pomposity



Avity, Etc.

depravity



nativity



brevity



Anity, Etc.

urbanity



trinity



affinity



Amity, Etc.

calamity



sublimity



proximity



NOTE: In words ending with *ernity*, the reversed circle is used to express *er* before the suffix sign:

fraternity

eternity

taciturnity

144. -Stic, with a preceding vowel, expressed by *st*.

elastic

domestic

artistic

atheistic

145. -Tic, with a preceding vowel, expressed by *large circle*; **-Tical**, with a preceding vowel, expressed by a *loop*. In forming derivatives, the other letters are added.

politic

politics

energetic

energetically

hypnotic

systematic

systematical

systematically

NOTE: In many cases the *loop* may be joined.

political

theoretical

grammatical

automatical

146. -Ntic, with a preceding vowel, expressed by *n*. In forming derivatives, the other letters are added.

gigantic

authentic

frantic

frantically

147. Egraph, Igraph, expressed by *small circle* placed over the last character. A *loop* expresses *egraphy, igrathy*. In forming derivatives, the other letters are added.

telegraph



calligraph



telegraphy



telegrapher



148. Ograph, expressed by *o*. In forming derivatives, the other letters are added.

lithograph



autograph



photograph



phonograph



lithography



lithographer



lithographic



typography



NOTE: In most words *ograph* and its derivatives may be joined:

photography



stenography



stenographer



phonographer



149. -Logy, -Logical, with a preceding vowel, expressed by *o* (on its side, as in writing *ol*). The letter *e* is added to express *-logically*, *s* to express *-logist*, *n* to express *-logian*.

analogy



genealogically



geologist



pathologist



theology



theologically









































theologist





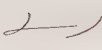





































theologian



GENERAL EXERCISE

| | | | |
|-------------|-------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|
| singularity |  | technicality |  |
| solidarity |  | vitality |  |
| hilarity |  | mortality |  |
| regularity |  | morality |  |
| familiarity |  | fidelity |  |
| sincerity |  | docility |  |
| temerity |  | versatility |  |
| priority |  | facility |  |
| minority |  | futility |  |
| authority |  | garrulity |  |
| futurity |  | incredulity |  |
| security |  | capacity |  |
| alacrity |  | mendacity |  |
| integrity |  | veracity |  |
| reality |  | loquacity |  |
| nationality |  | complicity |  |
| rascality |  | publicity |  |
| punctuality |  | elasticity |  |
| criminality |  | passivity |  |

| | | | |
|---------------|-------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|
| vicinity |  | romantically |  |
| divinity |  | Atlantic |  |
| femininity |  | calligraphy |  |
| humanity |  | telegraphic |  |
| Christianity |  | photographic |  |
| extremity |  | photographer |  |
| dignity |  | phonography |  |
| journalistic |  | stenographic |  |
| majestic |  | autographed |  |
| statistics |  | biography |  |
| automatic |  | mimeograph |  |
| erratic |  | geography |  |
| critic |  | geographical |  |
| critical |  | hectograph |  |
| critically |  | physiological |  |
| pneumatic |  | physiologically |  |
| phonetic |  | psychological |  |
| despotic |  | biology |  |
| theoretically |  | ornithology |  |
| romantic |  | chronological |  |

doxology



entomologist



tautology



phrenologist



analogically



mythology










































































































entomology

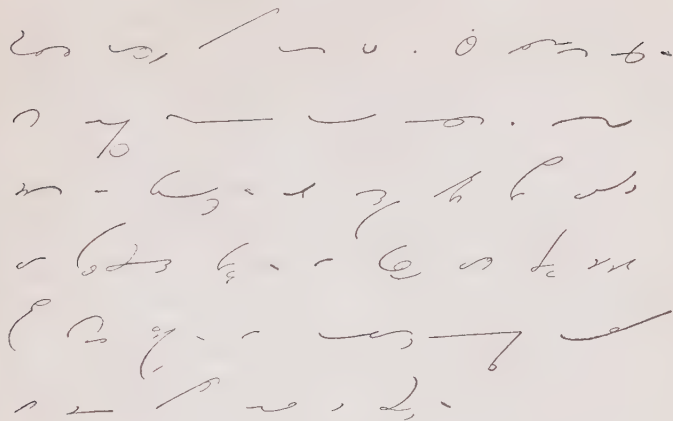


philology



READING EXERCISE



WRITING EXERCISE

1. The importance of punctuality and veracity cannot be overestimated.

2. Tenacity of purpose and fidelity to the interests of the business were qualities which led to his rapid advancement.

3. In making a mimeographed copy of the tabulated report be sure to arrange the statistics in chronological order.

4. The professor of biology sent me an autograph copy of his book.

5. A knowledge of phonetics is an aid to the student of phonography.

6. In the capacity of athletic director the instructor of stenography showed great business ability.











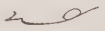




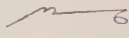







7. We do not question his veracity, but it is necessary for him to go through the formality of filing a bond for security.

8. The stenographer should have a thorough familiarity with the spelling of important geographical names.

























NINETEENTH LESSON













ADVANCED PHRASE WRITING

150. Omission of Words. The rules for the omission of words in phrase writing are of great importance, and should be carefully studied. We now give a few more illustrations.





















| | | | |
|---------------------|-------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------|
| in order to judge |  | for the time being |  |
| in order to prepare |  | I would like to know |  |
| in order to see |  | I would like to have |  |
| on the subject |  | I am of the opinion |  |
| question of time |  | kindly let us know |  |
| sooner or later |  | bill of particulars |  |
| little or no |  | thanking you for your attention |  |
| little or nothing |  | do you mean to say |  |
| in the matter |  | | |
| in the market |  | (in such a manner |  |
| on the market |  | on account of the way |  |
| up to the time |  | some time or other |  |

151. Intersection. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter, he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them which will be brief and yet absolutely distinctive. Very often the intersection of one character through another will meet the exigency. The following are useful examples:

| | | | |
|------------------------|-------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------|
| A. D. |  | Democratic party |  |
| A. M. |  | Republican party |  |
| P. M. |  | Progressive party |  |
| C. O. D. |  | political party |  |
| price list |  | Baltimore & Ohio
(B. & O.) |  |
| list price |  | New York Central |  |
| selling price |  | Michigan Central |  |
| market price |  | Illinois Central |  |
| Chamber of
Commerce |  | Union Pacific |  |
| Board of Trade |  | Canadian Pacific |  |
| Board of
Education |  | Northern Pacific |  |
| Board of Managers |  | Grand Trunk |  |

































| | | | |
|---------------------------|-----------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------|
| General Manager |  | inclosed blank |  |
| Assistant General Manager |  | application blank |  |
| endowment policy |  | order blank |  |
| indemnity policy |  | Great Britain |  |
| bank draft |  | bond and mortgage |  |
| vice versa |  | Associated Press |  |

152. Indication of "Ing." *Ing-the, ing-that, ing-you, ing-your, ing-his, ing-their, ing-and, ing-this, ing-us,* is expressed by writing the word following *ing* in the *ing* position—just as *ington* is expressed by writing *ton* in the *ing* position.

| | | | |
|--------------|-------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------|
| doing the |  | knowing the |  |
| doing his |  | knowing their |  |
| doing your |  | knowing this |  |
| doing their |  | working and |  |
| doing this |  | having the |  |
| giving the |  | having their |  |
| giving their |  | having your |  |
| giving you |  | coming and |  |
| giving us |  | seeing this |  |
| mailing you |  | wishing that |  |

153. Modification of Word Forms. As previously explained, the forms for certain words are modified to permit of phrase writing. The following are useful illustrations:

| Week | | Possible | |
|-------------------|--|---------------------------------------|--|
| past week | | as soon as possible | |
| last week | | as near as possible | |
| this week | | least possible delay | |
| next week | | Early | |
| for the past week | | at as early a date as possible | |
| for last week | | at your early convenience | |
| for this week | | at your earliest convenience | |
| for next week | | at your earliest possible convenience | |
| Few | | Sorry | |
| for a few weeks | | I am sorry to hear | |
| for a few months | | I am sorry to learn | |
| few weeks ago | | we are sorry to hear | |
| few hours ago | | we are sorry to report | |
| Ago | | we are sorry to say | |
| year or two ago | | I am very sorry | |
| many years ago | | you will be sorry | |

| | | | |
|-------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------|
| Esteemed | | by this day's mail |  |
| esteemed favor |  | by return mail |  |
| your esteemed favor |  | by mail |  |
| esteemed letter |  | by same mail |  |
| your esteemed letter |  | by early mail |  |
| I am in receipt of your esteemed letter |  | Course | |
| I am in receipt of your esteemed favor |  | of course |  |
| we are in receipt of your esteemed favor |  | of course it is |  |
| we are in receipt of your esteemed letter |  | as a matter of course |  |
| | | Fact | |
| | | as a matter of fact |  |
| Beg | | call your attention to the fact |  |
| I beg to acknowledge receipt |  | in point of fact |  |
| I beg to inclose |  | you are aware of the fact |  |
| I beg to thank you |  | I am aware of the fact |  |
| we beg to acknowledge |  | well-known fact |  |
| edge | | | |
| we beg to acknowledge receipt |  | Sure | |
| | | be sure |  |
| Mail | | to be sure |  |
| by this mail |  | you may be sure |  |
| by to-day's mail |  | | |

we are sure

21

Account

you will be sure

22

on account of that

23

Please

on account of this

24

please find inclosed

25

on account of my

26

inclosed please find

27

on account of the fact

28

please let us hear from you

29

Thank

I would be pleased

30

thanking you for

31

we will be pleased

32

thanking you for your attention

33

Present

thanking you for your kind attention

34

present time

35

thanking you for your favor

36

at the present time

37

thanking you for your letter

38

at the present moment

39

I desire to thank you

40

on the present occasion

41

I have to thank you for

42

Class

Order

first-class

43

your order

44

first-class manner

45

we have your order

46

first-class condition

47

thanking you for your order

48

Again

City

over and over again

49

city of Chicago

50

again and again

51

city of Boston

52

| Department | | Company | |
|------------------------|-----------|------------------------|------------|
| treasury department | <i>rf</i> | and company | <i>h</i> |
| war department | <i>v</i> | railroad company | <i>u</i> |
| navy department | <i>f</i> | express company | <i>E</i> |
| post-office department | <i>lc</i> | insurance company | <i>z</i> |
| state department | <i>r</i> | transportation company | <i>un</i> |
| police department | <i>ce</i> | telephone company | <i>ez</i> |
| fire department | <i>d</i> | electric company | <i>em</i> |
| legal department | <i>on</i> | electrical company | <i>un</i> |
| inquiry department | <i>o</i> | trust company | <i>un</i> |
| credit department | <i>u</i> | Us | |
| shoe department | <i>b</i> | to us | <i>h</i> |
| furniture department | <i>de</i> | write us | <i>g</i> |
| purchasing department | <i>y</i> | please write us | <i>cup</i> |
| shipping department | <i>h</i> | please wire us | <i>ce</i> |
| mail order department | <i>o</i> | kindly give us | <i>o</i> |

| Avenue | | Holder | |
|----------------------|-----------|--------------|----------|
| Washington Avenue | <i>no</i> | stockholder | <i>u</i> |
| Wabash Avenue | <i>o</i> | shareholder | <i>o</i> |
| Massachusetts Avenue | <i>o</i> | policyholder | <i>u</i> |

READING EXERCISE

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

of the "6" and "d."
1. and "6" and "d."
or "6" and "d."
1 and "6" and "d."

WRITING EXERCISE

1. Gentlemen: As requested we are sending you a copy of our price list giving illustrations and full descriptions of all the articles we now handle. If you are in the market for anything in our line we should like to have our representative call on you with samples.

Thanking you for the inquiry and hoping to be favored with your order, we are

Very truly yours, (66)

2. Dear Sir: A few days ago we received a letter from you in which you asked us to furnish you with information about a firm in this city. We are sorry to report that this firm has never done business with us and that therefore we have no data in our files about it. We have heard again and again that these people are doing a good business and so far as we know their affairs are in first-class condition at the present time. We regret to state that we cannot give you further details.

Yours very truly, (99)



























3. Gentlemen: Thank you for the order which has just been received. This order will be filled immediately with the exception of the second item. As our supply of this article is completely exhausted we shall be unable to ship for a few days. We trust that this arrangement will be entirely satisfactory to you and that you will not be inconvenienced by the delay.

Assuring you of our prompt attention at all times, we are

Very respectfully yours, (78)
 243

TWENTIETH LESSON

INITIALS

| | | | | | | | |
|---|-----------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------|
| A |  | H |  | O |  | V |  |
| B |  | I |  | P |  | W |  |
| C |  | J |  | Q |  | X |  |
| D |  | K |  | R |  | Y |  |
| E |  | L |  | S |  | Z |  |
| F |  | M |  | T |  | | |
| G |  | N |  | U |  | | |

154. It should be borne in mind that there is no context to initials. They should therefore be written with unusual care. Many writers prefer to write initials in longhand, and if this is done a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith

ab 

C. D. Brown

cd 

E. F. Jones

ef 





















































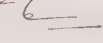

STATES AND TERRITORIES

(The contractions used are those adopted by the Post-Office Department.)

| | | | | | |
|--------|--|---------|--|---------|--|
| Ala. | | Ky. | | Ohio | |
| Alaska | | La. | | Okla. | |
| Ariz. | | Me. | | Oreg. | |
| Ark. | | Md. | | Pa. | |
| Cal. | | Mass. | | P. I. | |
| Colo. | | Mich. | | P. R. | |
| Conn. | | Minn. | | R. I. | |
| Del. | | Miss. | | S. C. | |
| D. C. | | Mo. | | S. Dak. | |
| Fla. | | Mont. | | Tenn. | |
| Ga. | | Nebr. | | Tex. | |
| Guam | | Nev. | | Utah | |
| Hawaii | | N. H. | | Vt. | |
| Idaho | | N. J. | | Va. | |
| Ill. | | N. Mex. | | Wash. | |
| Ind. | | N. Y. | | W. Va. | |
| Iowa | | N. C. | | Wis. | |
| Kans. | | N. Dak. | | Wyo. | |

PRINCIPAL CITIES

(Arranged in order of population, 1910 census.)

| | | | | | |
|---------------|-------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|
| New York |  | Jersey City |  | Memphis |  |
| Chicago |  | Kansas City |  | Scranton |  |
| Philadelphia |  | Seattle |  | Richmond |  |
| St. Louis |  | Indianapolis |  | Paterson |  |
| Boston |  | Providence |  | Omaha |  |
| Cleveland |  | Louisville |  | Fall River |  |
| Baltimore |  | Rochester |  | Dayton |  |
| Pittsburgh |  | St. Paul |  | Grand Rapids |  |
| Detroit |  | Denver |  | Nashville |  |
| Buffalo |  | Portland |  | Lowell |  |
| San Francisco |  | Columbus |  | Cambridge |  |
| Milwaukee |  | Toledo |  | Spokane |  |
| Cincinnati |  | Atlanta |  | Bridgeport |  |
| Newark |  | Oakland |  | Albany |  |
| New Orleans |  | Worcester |  | Hartford |  |
| Washington |  | Syracuse |  | Trenton |  |
| Los Angeles |  | New Haven |  | New Bedford |  |
| Minneapolis |  | Birmingham |  | San Antonio |  |

155. The terminations *burg*, *ville*, *field*, *port* may generally be expressed by the first letter, joined or disjoined as convenient; and *ford*, by *fd*.

| | | | | | |
|--------------|--|-------------|--|--------------|--|
| Harrisburg | | Evansville | | Williamsport | |
| Fitchburg | | Knoxville | | Oxford | |
| Danville | | Springfield | | Rockford | |
| Zanesville | | Davenport | | Hanford | |
| Jacksonville | | Newport | | Milford | |







156. A clear distinction should be made between *ton* and *town*.

| | | | |
|----------|-----------|------------|-------------|
| Johnston | Johnstown | Charleston | Charlestown |
| | | | |

157. The names of cities and states may often be joined.





















| | | | |
|--------------------|--|-----------------|--|
| Buffalo, N. Y. | | Detroit, Mich. | |
| Rochester, N. Y. | | Baltimore, Md. | |
| St. Louis, Mo. | | Chicago, Ill. | |
| Minneapolis, Minn. | | Denver, Colo. | |
| St. Paul, Minn. | | Memphis, Tenn. | |
| Washington, D. C. | | Omaha, Nebr. | |
| Boston, Mass. | | Louisville, Ky. | |

158. When the words "State of" precede the name of a state, omit *of* and join the words, if convenient.

| | | | |
|-------------------|-----------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------|
| State of New York |  | State of Massachusetts |  |
| State of Nebraska |  | State of Pennsylvania |  |
| State of Illinois |  | State of Louisiana |  |

POINTS OF THE COMPASS, ETC.

159. In certain lines of business the following forms will be found very useful.

| | | | |
|-----------|-------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------|
| north |  | northeast |  |
| south |  | southeast |  |
| east |  | northwestern |  |
| west |  | southwestern |  |
| northern |  | northeastern |  |
| southern |  | southeastern |  |
| eastern |  | northwest quarter |  |
| western |  | southwest quarter |  |
| northwest |  | northeast quarter |  |
| southwest |  | southeast quarter |  |

GENERAL RULES

160. When the distinctive appearance of the primitive word-form can be preserved, it is allowable to join to form the derivatives.

favorable

careless

nameless

fable

kill

nail

161. If it should be found desirable to indicate with precision the short sound of any vowel, a small curve can be placed beneath the vowel.

minion

immigrate

onion

writ

NOTE: This expedient is seldom necessary. It is useful, occasionally, to make a clear distinction between words like *return* and *writ*, *emigrate* and *immigrate*, and between the diphthong *ū* and *iū*, as in *minion*.

162. The following words are given to illustrate the importance of placing the second circle outside the line when two circles are joined.

namely

daily

payee

carry

nigh

die

pie

kind

163. There are a few infrequent words, consisting of several vowels in succession — usually Indian names — in which it is more convenient to write the letters separately, and to indicate their connection by drawing a line underneath.

Lehigh

ayah

yahoo

164. In the termination “n-ment” the jog between the N and M may be omitted.

assignment

consignment

refinement

discernment

adjournment

atonement

165. In the termination *gency*, the N may be omitted.

agency

contingency

emergency

exigency

urgency

cogency

166. A very easy and graceful blend may be secured by joining S to V without an angle in the termination *sive*.

expensive

expansive

offensive

extensive

defensive

intensive

167. The Scotch or German *ch*, the Irish *gh*, and the Welsh *ll* may be expressed by a dot over *k* and *l*.

Loch

Ach

Lough

Llan

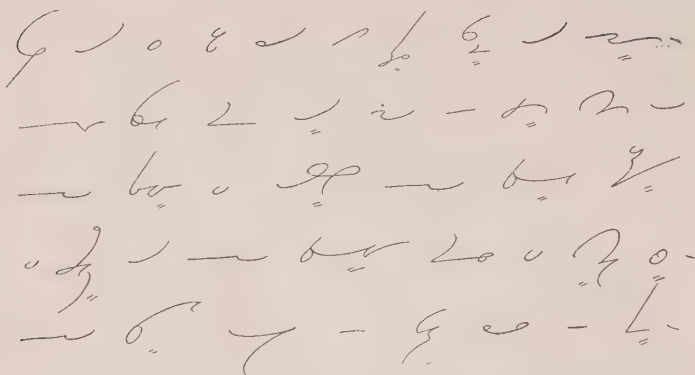
168. The contracted forms for *hundred* and *thousand* are employed only where these words are preceded by numerals, the article *a* or some such word, as *few*, *many*, *several*. Note the following.

KEY: Thousands of people visited the Exposition and it was said that hundreds were turned away.

Several hundred came to the convention. I have disposed of a thousand copies of the magazine.

READING EXERCISE

~ f) e m - 20 d
 m f) d - n e 42 r f
 e u - 11 n r f -
 - 2 b . d m . e
 f r e f o f r 2 u d
 12 n r . e u y e)
 e - r d . (- 29
 (2 -) d - ? e a
 f 9 i y , - 27 f
 9 f d - 7 e) f
 d r r f r . r d
 o o . n e - d f
 , f r e - d m f



Here

WRITING EXERCISE

1. In the United States, immigration always greatly exceeds emigration.

2. The election writs were correctly made out but the returns were far in excess of all expectations.

3. The laws in the state of New York differ from those in the state of Nebraska in this respect.























































4. Almost daily many people are killed through the carelessness of agents of the electric railway companies.

5. The payee of this draft, Mr. J. M. Johnstown, is unknown to us and it will be necessary for him to be identified before we can give him the money.

6. The firm positively declined to accept the consignment of oranges from Florida. They claimed that this shipment had been damaged on account of the carelessness in nailing the boxes as well as by the unfavorable climatic condition during transit.

7. The urgency of the case called for emergency measures and the manager, Mr. R. K. Johnson, after an exhaustive study of the matter decided that the plan proposed by one of the agents, Mr. D. E. Hanford, is the only way out of the difficulty.

A SHORT VOCABULARY

| A | | | | | |
|--------------------|-------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------|
| abundant |  | approval |  | casual-ly |  |
| accident |  | approve |  | catalog |  |
| accom-
modation |  | approximate |  | century |  |
| address |  | arbitrary |  | church |  |
| adminis-
trator |  | architect |  | citizen |  |
| affidavit |  | assemblage |  | civil |  |
| amalgamate |  | attach |  | civilization |  |
| amalgama-
tion |  | attorney |  | coincide |  |
| America |  | authenticity |  | comparative |  |
| among |  | authorita-
tive |  | conclusive |  |
| amount |  | automobile |  | congregation |  |
| annual |  | B | | consonant |  |
| another |  | bankrupt |  | conspicuous |  |
| anxious |  | behold |  | constant |  |
| appear |  | benevolent |  | cordial |  |
| appearance |  | benignant |  | corroborate |  |
| application |  | boulevard |  | cosmopolitan |  |
| apprehend |  | C | | count |  |
| | | cabinet |  | coupon |  |

covenant

discover

executive

crucible

disproportionate

exorbitant

cultivation

dissatisfaction

expedient

curious

dividend

F

D

doctrine

flour

danger

duration

fulfill

dangerous

E

G

deceive

earnest

generation

default

economical

glorious

defendant

election

glory

degenerate

engage

H

delegate

English

handkerchief

delegation

employer

headquarters

democrat-ic

enormous

hieroglyphic

demoralize

envelope

hitherto

deponent

equality

horizontal

designate

equivalent

husband

develop

etc.

I

disadvantage





















































evaporate

ignorant^{ce}

disaster

execute

illustrate

| | | | | | |
|---------------|-------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------|
| provoke |  | situation |  | United States |  |
| punctuation |  | social |  | United States of America |  |
| Q | | specific |  | universe |  |
| qualify |  | specify |  | unusual |  |
| quarter |  | steady, study |  | V | |
| R | | strengthen |  | variety |  |
| really |  | struggle |  | various |  |
| reason |  | stupidity |  | verdict |  |
| reciprocate |  | subaltern |  | versatile |  |
| refuse |  | support |  | versus |  |
| remunerate |  | sympathy |  | vocabulary |  |
| repugnant |  | T | | vocation |  |
| resignation |  | testimonial |  | volunteer |  |
| revolution |  | testimony |  | vote |  |
| revolutionize |  | thankful |  | W | |
| righteous |  | thermometer |  | warrant |  |
| rule |  | thwart |  | warehouse |  |
| S | | tranquil |  | wholesale |  |
| salesman |  | U | | withdrew |  |
| secretary |  | unavoidable |  | | |

SHORTHAND AS A MEANS OF MENTAL CULTURE

(For key, see page 154.)

o u) G o L , e h y
 m , e o r p r d b
 d e e e ; i o e o e
 h / r / o r / e . o G
 i e o) . G (i h /
 u o e o g r p / r
 e o o e y - h o
 o o o . - d e . h e o .
 (r n n g r e o) e
 o o r - d o o o o h
 - l . m y / b o o
 o o m . h e o o b
 g i p i e o - o o e
 L / r o o - y / o p
 G / o o - h (i h) p o .
) o g r - e i - r - d
 r o o y e o o o
 z o . d y o o

SHORTHAND AS A MEANS OF MENTAL CULTURE

(Key to Shorthand Plate on page 153)

With shorthand every person may form his own books of reference according to his own requirements, and that in the same space as though they were printed; and no selection of printed books would contain and only contain what he wanted. Any person who will collect only for a brief time such facts into shorthand as appear likely to be useful in life, and sometimes read over what is so collected, will find the *ideas* secured again and again recurring in future reading. If this selecting be continued, it will come to be recognized that every newspaper or magazine article, and not a few of the so-called new books, are but a more or less ingeniously contrived patch-work of old ideas, though doubtless the writer in many cases believed them to be original; and the reader will end in knowing *ideas* apart from words, and will recognize them in whatever dress they may be presented, just as we know our friends by their features, however they may be attired. For ideas, as seen in print, heard in words, or felt in the mind, are much like the stars—many reflections of a few originals.—*C. R. Needham.*

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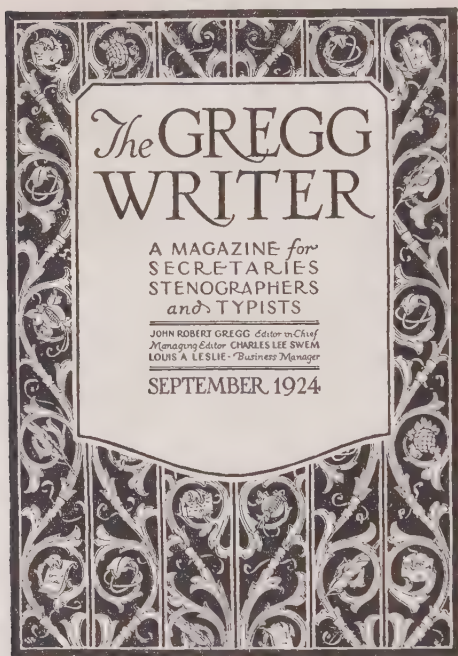
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